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GOVERNMENT OF MADRAS

PRINTING MANUAL

FOR THE USE OF GOVERNMENT OFFICES
IN THE MADRAS PRESIDENCY

Revised up to 18th September 1930

MADRAS
PRINTED BY THE SUPERINTENDENT, GOVERNMENT PRESS

For official use only.]

1930

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PART II.

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Government of Madras.

PRINTING MANUAL.

(Revised up to 18th September 1930)

PART I—RULES REGARDING SANCTION AND INDENTS FOR WORK, SUPPLY OF PUBLICATIONS, ETC

GOVERNMENT PRESSES AND ALLOCATION OF WORK

THE Government Printing department is established for the purpose of executing the printing and binding work of the Government of Madras, the distribution of certain forms, books and publications, and the manufacture of certain articles of stationery. The work is usually distributed as follows among the different presses

2. Central Press, Mint Buildings, Madras, E—This press is allotted the work of printing Government orders, Board's proceedings, the Fort St George, Police and Registration Gazettes, District Gazettes for all Telugu districts, General District Gazette supplements, all confidential papers, vernacular work, High Court documents and forms, general forms work, covers, labels and flags, general binding and manufacture of rubber stamps. Types are available for printing in Tamil, Telugu, Kanarese (for Tulu), Malayalam (for Cingalese), Hindustani (Urdu), Persian, Arabic, Oriya, Devanagiri (for Sanskrit, Marathi and Konkani), Grantha, Gujarati (small work only), Greek, Anglo-Saxon and Music. Work in other characters or vernacular posters cannot be undertaken. This is the Central office for the manufacture and supply of material to district and jail presses. The current weekly numbers of the *Fort St George Gazette* and all papers placed at the disposal of the Press are issued from this press. General correspondence regarding the free supply of forms, standardized forms supplied on payment, private press bills, establishment, etc., is dealt with here.

3. Mount Road Branch, Madras, S C—This is employed principally in printing bookwork, bound annual reports, establishment lists and publications which are sold to the public. Also prints the District Gazettes for Tamil districts and other Tamil work, Post office forms, etc., Government House work,

standardized forms for the Secretariats, Public Works, Educational and Medical groups, large type notices and demi-official forms and does die stamping for all offices. The sale and publication depot is located in this branch and all communications regarding the purchase and supply of books, Acts and other publications, back numbers of the *Fort St George Gazette*, advertisements, etc., as well as all subscriptions and remittances, should be sent to Mount Road.

4. Penitentiary Branch, Parktown, Madras—The operations of this press are restricted mainly to the printing and binding of standardized forms for the Revenue, Registration, Jail, Police, Survey, Magisterial, Civil Procedure Code and other judicial groups, and to the binding of settlement registers and Stationery office blank registers.

5. Ootacamund Branch—(i) This Branch is a district press for printing the *Nilgiri District Gazette* and, subject to the same restrictions as district presses (vide paragraph 6) for other work for the Nilgiri Collectorate, other headquarter offices, the Inspector-General of Prisons, District Forest Officer, Executive Engineer (Coimbatore Division), Deputy Inspector of Schools (Nilgiri Range), District Medical Officer, Superintendent of Police, Botanical Gardens, Cinchona Plantations, Civil Surgeon, and the District Board (on payment), but Secretariat work is to have preference, other urgent jobs being, if necessary, sent to Madras. In special cases requisitions from officers in the Coimbatore district will also be complied with when the Jail Press, Coimbatore, is unable to do the work. Also binding and repair work for the Secretariats.

(ii) During the season when Government is on the hills the establishment is increased for the purpose of printing urgent proceedings, notes and letters of the Secretariat offices, special gazettes extraordinary, daily lists and other Government House work. Such proceedings should not ordinarily (a) exceed twenty pages of manuscript matter, (b) be required to be kept in type longer than fifteen days, (c) contain long notifications, Board's resolutions, etc., already in type or which must be put in type in Madras for the gazette, etc., nor (d) be a work the proofs of which are to be sent to Madras for check. If the Branch Press finds that it cannot undertake work sent to it without some delay it should ascertain from the Secretariat whether the manuscript may be sent to Madras. Other work will be done only with the sanction of one of the Secretaries to Government. Ordinary correspondence should be addressed to the Manager, and Government orders, standing

instructions and new work to the Superintendent. Notifications, changes of address, subscriptions, etc., for the *Nilgiri District Gazette* are to be sent to the Treasury Deputy Collector, who also exercises general supervision in the off season.

6. *District or Jail presses* are maintained at the following places for the purpose of printing the district gazette and other special work which it is necessary should be done locally —

Coimbatore Jail

Ganjam—Chatrapur Collectorate

Malabar—Cannanore Jail

North Arcot—Vellore Jail

The printing work of the other districts (except the Nilgiris) is done at the Government Press at Madras.

Except under special circumstances, no notification or other work, which is already in type in Madras and must be printed there, should be executed in a district or jail press. The printing therein of forms or job work of any description (except with special sanction), library catalogues, etc., or indexes of 1910 and previous years is prohibited. Old records of special importance may be printed. Private work may also be undertaken when the press is not occupied with public work and when it does not enter into competition with private presses. All correspondence, indents and remittances should be sent to the Treasury Deputy Collector, except for private work done at the jail presses, the charges for which are recovered by the Superintendent of the Jail.

The Superintendent of the Jail will see that the rules in the Printing Manual are enforced with regard to work sent to a jail press.

7. The following general principles should be observed in printing the old district records of special importance including hukumnamas —

(1) The papers printed in one volume should, as far as possible, relate to a single subject which should be selected for some special feature of interest which it presents, whether historical or administrative.

(2) A short prefatory note explaining the special features of interest attached to the selections should be inserted.

(3) The collection should be complete in itself, should be arranged in chronological order and should be indexed.

(4) Repetitions should be avoided, intermediate references or those bearing only indirectly on the main subject.

should be omitted, as also reports from subordinates when the gist of them is reproduced in reports or orders of superior officers

(5) Important enclosures of statistical statements without which the reprint would be deprived of much of its value should not be omitted

(6) The selection should be placed in the hands of some competent officer and should be supervised by the Collector

(7) The minimum number of copies printed should be fifty, of which ten should be sent direct to Government, ten to the Board and one copy to the Curator, Madras Record office. To ensure uniformity, all district records should be printed on pages of foolscap folio size, and each selection should bear a note on its title-page to the effect that the papers are merely printed for convenience of reference and do not acquire any special authority from being printed. The wrappers of the selections relating to the several departments should be of the colour prescribed in paragraph 188 of this manual and may be obtained from the Superintendent, Government Press, Madras

8. Statements showing selections printed from records and demand, collection and balance of press receipts for printed work should be submitted by all Collectors to the Board of Revenue annually not later than the 31st May. All references to printing work for Collectors appear in the Government Press Annual Report

(i) Files of all work done, with description of binding and details of paper and stores used, must be sent from the above four presses to the Government Press, Mint Buildings, for valuation by the 10th of each month. Statements of debits for wages, rent, depreciation and other charges must reach the Superintendent annually by the 1st May

(ii) The bills for printing for local bodies at private presses will not be checked by the Collector's office. Reference may be made to the Superintendent, Government Press, as regards the rates tendered

INDENTS FOR GENERAL WORK AND THE SUPPLY OF PAPER

9. *Correspondence, orders and indents* should be addressed to the Superintendent, Government Press, at the branch concerned, as mentioned in paragraphs 2 to 5, and with the exceptions noted above, confidential work and reminders thereon being sent to the Superintendent personally. All references and inquiries regarding forms should specify the group and form number as well as the subject and date of indent. No

foreman or subordinate is allowed to open covers or to receive any work or take instructions direct from an outside office without special permission. Work addressed to a press subordinate is liable to be refused or delayed. As no employee of another office is allowed to enter a press department, clerks should not, except in special circumstances, be sent to make additions to proofs in the press, wait for copies, etc., unless they are asked by the press to attend to settle queries in, or take delivery of, very urgent and special work.

10. Printing —The printing work ordinarily undertaken by the press is divided into three main classes —

(a) Ordinary printing, such as Government orders, notes, circular letters, proceedings of heads of departments, etc

(b) Printing of forms

(c) Printing of periodicals, reports, returns, etc

11. All officers mentioned in Appendix A are authorized to order *ordinary printing*, subject to the limitations noted in certain cases and to the restrictions in paragraph 22 as regards the minimum number of copies. Any addition to the list requires the sanction of Government.

12. Forms, as a rule, are standardized by Government, and any alterations in, or additions to, them require the sanction of the same authority. Certain heads of departments and other officers (indicated by the letter F against their names in Appendix A) have, however, been authorized to sanction modifications in existing forms or the standardization of new forms *for offices subordinate to them*. In all such cases the officers sanctioning the standardization of forms should be careful to see that the general rules governing the printing of forms are not infringed and that (except in special cases the reasons for which should be recorded in the sanctioning orders) no form is printed unless at least fifty copies of it are required per annum. The Superintendent, Government Press, should bring to the notice of Government any cases in which he considers the spirit of the rule is being infringed.

13. A list of *reports, returns, estimates*, etc., which may be printed is given in Appendix B. Any addition to this list requires the sanction of Government.

14. *Work of an unusual character*, reports, etc., not included in Appendix B, periodical publications, and long letters received from any source, should not be printed without the authority of Government. When the Superintendent is in doubt in any case, he should ask the head of the department

concerned to apply to Government for sanction. He is authorized to suggest any methods of executing work which he may consider advisable, and is vested with discretion to refuse to adopt expensive methods of printing, binding or other work, until the sanction of Government has been obtained by the indenting officer, and he shall not be held responsible for any delay which may be caused by such refusal owing to non-compliance with these rules.

15. *Printing for officers of the Central Government* is governed by the Government of India Rules for Printing and Binding, and is undertaken only with the specific sanction of the Controller of Printing, Stationery and Stamps. Such sanction is not required, however, in the case of the following —

(i) Work done on cash payment for Central Officers

(ii) Central Officers whose printing work is done subject to a monetary allotment, or in the case of an officer who meets printing expenses from his own contingent grant. The cost of work done for these officers is not to be debited to the head "46 Stationery and Printing—Central."

(iii) Printing work done for the Superintendent of Census Operations, Madras, the expenditure involved in printing being debitable direct to the Census Department.

(iv) Officers of the Indian Posts and Telegraphs Department, the expenditure in printing being debitable direct against the Indian Posts and Telegraphs Department. The only condition on which work should be accepted from the officers is that necessary budget provision for the purpose exists.

(a) In the case of the following officers work may be undertaken only when it is specifically sanctioned by the Central Printing office, but the expenditure involved in printing is to be debited against the department mentioned against each —

(i) Government Examiner of Railway Accounts, Madras and Southern Mahratta Railway (Accountant-General, Railways)

(ii) Senior Government Inspector of Railways, Madras (Railway Department—Railway Board)

(b) The cost of printing work (if sanctioned by the Controller) done for the Coorg Administration is to be debited direct to that administration.

(c) Work for military officers will be subject to the usual sanction.

16. *Indents* :—All matter sent to the press must be accompanied by an official memorandum or indent addressed to the Superintendent showing the name of the office and signed by the head of the office sending the work. The memorandum will state the nature of the material sent, whether it is complete or otherwise, the size and style of printing and the number of copies (signature, spare, etc.) which will eventually be required and whether the type is to be kept standing, if so, the date when and for what work further copies or extracts will be wanted. For blank books the number of leaves should be stated. If a form is sent direct, the memorandum should quote the authority exempting it from the general rules of supply. Work sent to the press incomplete in these respects may be returned.

17. *Government Orders and Proceedings* —When papers are sent to the press enclosed in dockets, or with press slips, no separate memorandum need be sent, but clear instructions as to what papers are to be printed, whether in full, in abstract or headings only, the order in which they are to appear, and whether proofs are required, should be noted on the docket when the manuscript is first sent to the press together with the number of spare and signature copies required.

18. When complete files are sent, it will be understood that *all* currents, annexures and enclosures are to be printed unless clear instructions are given on the memorandum as to what papers are to be printed, in full or in abstract and in what order they should be printed.

19. When any part of a paper is to be published in the gazette or issued in another form, a separate note must be sent or the order should be communicated to the press separately as action cannot be taken on papers sent for **printing** only.

20. The order for printing the full number of signature, spare, press circulation, and other copies should be given at one and the same time. The practice of printing off copies in small batches causes delay, increases the cost considerably and leads to errors.

21. *Printing up of Secretariat notes, intermediate correspondence, etc* —Advantage should be taken of any interval in the progress of important cases caused by the postponement of orders, references for further information, etc., to print up the notes and correspondence. Type should not be kept standing longer than three months without special orders signed by the Secretary of the department concerned.

and, whenever the circumstances of the case permit, the matter should be printed off and not kept in proof. Copies of incomplete notes, etc., that may be printed in instalments will be kept in the press till the whole case is completed.

22. Number of copies—No work shall be printed at any Government, district or private press unless at least fifty copies are actually required, nor any form or register unless the annual consumption is not less than fifty copies. The minimum number admissible for printing envelopes as 'variants' is a total on the whole of 400 of each kind and for other standardized forms a total of 2,000 annually. Matter which can be conveniently or more cheaply copied by type-writing or duplicating machines should not be printed, e.g., annual indexes of which only a limited number of copies is required. Exception is made to this rule in certain cases where a few copies of returns or forms are required to be submitted in print to the Government of India or the India Office, and with Government sanction to biennial or triennial indents of standard forms when the printing of the number used annually is not justified. The restriction as to the minimum number of copies does not apply to Government orders, Board's proceedings or memoranda or work included in Appendix B.

23. The number of printed copies required of any paper or form should be calculated carefully for all anticipated requirements so that unnecessary reprinting may be avoided.

24. Reprints or additional copies of reports, etc.—The reprint in full of proceedings of one department in the proceedings, circulars or office orders of another department or office should be avoided. Circulars based on Government orders should contain only a precis of the subject-matter and not the Government order itself with connected correspondence. To prevent unnecessary resetting of type, sufficient spare copies of the final orders should be asked for when submitting proposals to Government or other authority. A note stating the number of spare copies required shall be made in red ink at the foot of the originals of all important letters or reports to Government or the Board or of the orders thereon, if a larger number of spare copies than usual is required. For annual reports, the Board will arrange to give intimation to the press of the full number of copies to be printed immediately after the reports have been submitted to Government. Sanction of the authority issuing the order or publication may be required for reprinting copies when

this course is not followed, or when the type has been broken up See also paragraph 221 (e) for procedure in the case of reports circulated to the press before review.

25. When the Board of Revenue communicates Government orders in full to subordinate authorities the proceedings should usually be printed on a separate leaf to which spare copies of the text of the Government order can be stitched, except in cases of short orders or a large number of copies when the press will adopt the most convenient course The press should in such cases be informed, immediately after the report has been submitted, of the full number of copies required of the Government order and of any report by the Board, also if the type will be required for other purposes such as gazettes, manuals or circulars

26. *Reprints and revised editions* of manuals, codes, etc., require the sanction of Government Such work should, as far as possible, be sent to the press during the months of April to September They are liable to be delayed in other months by more pressing work

27. *Confidential printing* costs nearly twice as much as ordinary printing and should be avoided as far as possible Papers which are temporarily confidential and ordinary class examination papers can usually be printed with safety in the press as 'care,' or semi-confidential, papers at ordinary rates Examination results are not treated as confidential in the press As few copies as possible should be printed of confidential papers

28. Confidential papers shall be enclosed in double covers, the inner cover being sealed, marked 'Confidential,' and superscribed only with the name of the Superintendent, the outer cover being addressed to him at Mint Buildings by his official designation 'Care' and similar papers should be enclosed in single covers marked 'personal' All instructions should be written on the first page of the manuscript or proofs sent and *signed* and dated, all sheets numbered and all blank sheets removed before such work is sent to the press. When this is done, the separate memorandum referred to in paragraph 16 is not required for confidential work

29. *Type and paper* —The kind of type and the size and quality of paper will ordinarily be decided by the Superintendent, the work being arranged to suit some regular fraction of a standard size to avoid cutting slips to waste, etc., the quality being the cheapest commensurate with the importance of the work and the period for which it is to be preserved It should be noted that the cost of paper of the

same kind is proportionate to its weight and thickness as expressed in pounds per ream. Uniformity of size of type will not be observed by the press when it is economical to use standing matter, e.g., when a gazette notification appears as a resolution, etc. Government orders which occupy half or less than half of a foolscap size page should be printed in quarto size paper, copies required for binding purposes alone being printed in foolscap folio size paper. When matter that might suitably be printed in double columns is received in the press, the Superintendent, Government Press, Madras, should on the specific case raise the question of printing it in double columns for the decision of the head of office concerned.

30. Sizes—All reports, books, publications and returns, except those forming part of a continued series or edition, are to be printed in one of the following sizes: foolscap folio, $13\frac{1}{4}'' \times 8\frac{1}{4}''$, imperial octavo, $10\frac{3}{8}'' \times 6\frac{7}{8}''$, or royal octavo, $9\frac{7}{8}'' \times 6\frac{1}{8}''$.

31. All new form work shall be in one of the following sizes—double foolscap, $27'' \times 17''$, foolscap, $17'' \times 13\frac{1}{2}''$, foolscap folio, $13\frac{1}{2}'' \times 8\frac{1}{2}''$, foolscap quarto, $8\frac{1}{2}'' \times 6\frac{3}{4}''$, foolscap octavo, $6\frac{3}{4}'' \times 4\frac{1}{4}''$, also for cheques and receipt books foolscap long quarto, $13\frac{1}{2}'' \times 4\frac{1}{4}''$, or foolscap long octavo, $8\frac{1}{2}'' \times 3\frac{3}{8}''$. The width of papers used for official and demi-official correspondence shall be ordinarily $8\frac{1}{2}''$ inches, if less $4\frac{1}{4}''$ inches, if wider any multiple of $8\frac{1}{2}''$ inches. The use of royal paper ($20'' \times 25''$) for registration volumes, acquittance rolls, etc., where it is more convenient may be permitted, but such sizes as demy, medium and imperial are inadmissible.

32. Supply of paper—The whole quantity of paper required for printing for all offices (including offices of the Central Departments) should be obtained by the press from the Stationery office on a consolidated annual indent and the cost debited to the departments concerned at the end of each year. Heads of departments and offices should not indent on the Stationery office for paper required in their departments or offices for printing.

Wastage allowance—Except for cheques or water marked paper, additional paper to allow for printing wastage is calculated at the following scale—

Up to 100 copies—2 sheets.	Above 1,000 to 10,000
Above 100 to 500 copies	copies — 4 sheets per
—4 sheets	1,000
Above 500 to 1,000 copies	Above 10,000 copies — 2
—6 sheets.	sheets per 1,000

URGENT WORK

33. *Urgent work* is considerably more expensive than ordinary printing, and no work will be treated as urgent unless it is forwarded with a covering letter or with the press slip signed by the head of the office concerned, or in the Secretariat by an officer of not lower rank than a Superintendent, who will take proper measures to see that the press is not asked to print papers urgently when such a course can be avoided. Calls for immediate printing or for work timed for return within 24 hours shall be made only by a gazetted officer and not by another officer for him. Telephonic messages will not be accepted as equivalent to the signed memorandum unless confirmed, and no notice will be taken in the press of unsigned requisitions for urgent treatment. When the item is large, or the necessity for urgency is not clear, the Press Superintendent may refer the question to the head of the department concerned.

4 Page 11, paragraph 34 — *Insert the following at the end of this paragraph —*

“Departments of Secretariat should, when printing work is likely to be required urgently, furnish definite information to the Superintendent, Government Press, of the amount of work to be done and the time when it will reach the Press. Failure to do this will involve a risk of the printing work not being executed by the required time for which the Press Superintendent will not be held responsible.

[Government Memorandum No 27276 3, Finance (Pension), dated 3rd November 1930 and G O No 2075, Development, dated 15th November 1930]

[First list]

35. The usual hours of closing the different presses are as follows, and instructions regarding special work should reach the press at least half an hour before these times —

Central Press	5-30 p m	, Saturdays	3-30 p m
Mount Road Branch	5-30	„ „	1 „
Ootacamund „	5-45	„ „	5-15 „
Penitentiary „	4	„ „	4 „

36. *Sundays and holidays* — As the Factory Act requires that men employed on Sundays must be given a day's leave during the early part of the week no useful purpose is served by working on Sundays on large works. Work on

Sundays and holidays is paid for at special rates as overtime in most cases. The press will not open on Sundays, nor on the holidays mentioned in the following paragraph, unless a Secretary to Government or the Private Secretary to His Excellency the Governor certifies that a special work is so urgent that it must be done on that day. Orders for Sunday and holiday work at other times will be given at the discretion of the Superintendent.

37. The press is not open to receive work on the following days, sectional leave being granted also for certain other holidays —

New Year's day	King's birthday
Pongal	Tamil New Year's day
Vaikunta Ekadasi	Telugu New Year's day
Mahasivarathri	Mahalaya Amavasya.
Good Friday and Saturday following	Vinayakachaturthi
Avani Avittam	Solar eclipse
Ayuda Puja	Lunar eclipse (involving ceremonies)
Dipavali	Christmas day, December 26th, 30th and 31st

NOTE.—Should in any year New Year's day or Christmas day or December 26th, 30th or 31st fall on a Sunday an extra holiday will be allowed. This extra holiday may be availed of during the year at any convenient time.

PREPARATION OF MANUSCRIPTS AND STYLE OF ORDINARY PRINTING

38. *Preparation of manuscripts for press.*—Defective arrangements on the part of those who send work to the press cause delay and expense. The time required for the execution of printing largely depends on the proper preparation of the copy. The Superintendent may, at his discretion, refuse defective material stating his reasons in a letter addressed to the head of the office. All heads of offices should personally see that the tendency to send imperfect manuscript to the press and to call for repeated proofs is checked.

39. With the exception of notes and proceedings of Government, all material sent to the press must, as a rule, be complete, and in all cases the manuscripts should be type-written if possible—on one side of the paper only, if urgent—with the pages numbered and arranged in consecutive order, and the matter carefully edited with names, paragraph numbers, notes and other references inserted exactly as

required in the final copies Names, designations, headings, etc., to enclosures or letters should be edited whether to be run on in one paragraph, in abstract or as a heading in each case, it is useless merely to send a sample for illiterate compositors to follow Footnotes should ordinarily be written next to the lines to which they refer and not at the foot of the page of manuscript A duplicate copy of printed matter should be sent when both sides are to be reprinted

40. The press cannot trace out or supply sheets of gazettes or other publications as copy for compositors, nor fill in figures or references for indexes, etc

41. All officers who correspond with Government will give attention to the way in which their letters are copied They should be, if not typed, written in a clear, bold hand without erasure, in dark coloured ink, properly punctuated and paragraphed, so that they may be in a state fit to be put at once into the printer's hands Marginal notes and entries should be avoided as far as possible

42. The paper on which manuscripts for the press are prepared shall normally be 13 inches in length and $8\frac{1}{2}$ inches in width, in cases where wider paper is found necessary, the width shall be some multiple of $8\frac{1}{2}$ inches Enclosures shall be on paper of similar size, except where there is special cause for variation (e g, in the case of a sketch or plan)

43. *Spelling and transliteration* of Anglo-vernacular terms, names of places, persons, etc., in manuscripts sent to the press should be in accordance with the recognized system and the instructions in Part II of this Manual, the use of symbols, other than those which denote the long and short vowel being discontinued in ordinary publications When the work of several writers is to appear in one publication (such as enclosures to a report), all spellings should be edited and made uniform with the body of the publication before the manuscript is sent to the press Papers are liable to delay when this has to be done in the proof This applies also to the use of capitals, italics, punctuation, unusual or technical abbreviations, side headings, notes, chapter and section headings, etc., and to the form of official address used in correspondence Unless special instructions are given on the signed memorandum which accompanies the work when it is first sent to the press, or the work is one of a special series, subsequent alterations of 'style' in the proof by the author will not be attended to by the press.

44. Manuscript for statements and periodical returns —

The type of tabular matter in annual reports is usually kept standing and it will save time, and tend to ensure accuracy, if paper is pasted over the columns that require alteration in the statement last printed, and the altered figures are written thereon, using one side only, instead of writing fresh statements in full. This method of altering reprint matter to serve as manuscript for the press is equally economical in the case of periodical returns, establishment lists, etc., also for a series of statistics of the same kind when all cannot be put in type at once.

45. The reprinting of statements, with the figures in some of the columns removed for office purposes, is as expensive as resetting type, causes mistakes, and is not allowed except in the case of Finance budget estimates. Paper can be pasted over the figures not required and the new figures written thereon as suggested in paragraph 44.

46. *Tabular matter* is an expensive form of printing which can in many cases be saved, if the contents of the statement or 'table' are run on as ordinary letterpress. The expense of tabular printing should be avoided whenever it is possible to do so. In tabular statements which are prepared in a prescribed form, *nil* columns and items should as far as possible be omitted, a few entries of remarks can be inserted as footnotes. District and taluk names or other matter common to two or more pages or columns can be arranged as a headline instead of placing each in a blank column, etc. Much space may at times be saved by converting the column matter into the heading and vice versa. The omission of lines between 'rupees, annas and pies,' 'acres and cents' and 'month and day of the month' will reduce the number of columns, save time and money and add to the legibility of the statements. The smaller the number of columns and the fewer the blank spaces, the lower will be the cost, and the more quickly will the work be printed. Before prescribing the form of heavy statements which will have to be put in type, the office concerned should consult the press as to the best form for printing purposes.

47. Numbering of columns is rarely required in a printed statement and will be omitted unless there are special reasons for its use. Setting of large blanks for future corrections in tables such as establishment lists, etc., is nearly as expensive as reading matter. Such blanks are not permitted, interleaved copies can be used for corrections.

48. Tables of statistics should not appear in the body of a report, and in other cases should not be printed lengthways on a page unless distinct economy of space results thereby. They should be arranged as far as possible to fill pages without spreading out the type by unnecessary gaps between the lines. The foolscap folio size lends itself easily to the printing of tables with their heading across instead of along the length of the page, especially if remarks, etc., are relegated to their proper place as footnotes.

49. The Press Superintendent will make suggestions for compression of matter sent to him for printing, such as (a) the deletion of 'nil' statements and unnecessary half-title pages, etc., (b) the reduction or re-arrangement of tabular matter, and (c) the omission of column headings in registers, and should refer the matter for the orders of Government if his suggestion is disapproved by the officer ordering the printing.

50. In the case of reports for incorporation in the Presidency Administration Report all tabular matter not absolutely necessary should be scrupulously eliminated even in appendices.

51. *Non-tabular form*—This style is to be adopted for electoral rolls, lists of voters and of candidates, abstract statements of proceedings, disposal lists, catalogues of books, notifications of appointments, notifications under section 6 of the Land Acquisition Act, indexes, and for most establishment lists, when this form is economical.

52. *Specimen forms* appended to rules or prescribed in orders, etc., need not be printed in full size but should be compressed. The tabular form will not often be necessary and headings can be numbered and run on as text matter especially in the case of sample forms of application for appointments in advertisements. This does not refer to the preparation for the printer of copy of the *actual forms to be used*, which should be carefully drawn out to size.

53. *Marginal notes* and entries and references entail much trouble, increase the cost and should be avoided as far as possible in preparing the manuscripts for printing. The subject heading of rules or paragraphs can be more legibly inserted in small capitals or italics as a side heading run on with the text, and Government orders or other authorities quoted can generally, with equal advantage, be inserted at the end of the last line of the paragraph, enclosed between parentheses or brackets. The position to which such notes are to be

transferred in print should be clearly marked in the manuscript. If marginal notes are absolutely necessary, they should by preference be cut in the text.

54. *Printing in half margin* is also an expensive method for which sanction of Government is required, except for Madras Bills.

55. *Reports* —The body of a report should be almost entirely in narrative form. It will occasionally be necessary to introduce tables of comparative statistics into the narrative, but such tables should be brief and simple and their number rigidly restricted. Reports should be printed in foolscap 10¹/₂ or royal 8vo size in solid pica (12-point) with the ~~extended~~ ^{extented} matter and appendices in small pica (11-point) or long primer (10-point) and statistics in brier (8-point) or nonpareil (6-point) and will be so printed as to admit of the type being readily converted into the form of Government proceedings. When maps are given, it is convenient to place them at the beginning or at the end of the volume, but the number should be restricted.

56. The number of pages fixed as the maximum limit of the report should be printed on the page containing the table of contents and should not be exceeded. A foolscap folio page of report type contains about 680 words and royal octavo 310 words. When reports and returns are printed before submission to Government, the earliest date they should bear is the date on which the last manuscripts are sent to the press.

57. *Enclosures* should be omitted as far as possible, their substance being embodied in the covering order letter or report. When necessary, enclosures and appendices to Government orders should be printed immediately after the order. In the printing of correspondence read in a Government order, the amount of matter should be reduced as much as possible by careful editing. It is not necessary to print replies of a routine nature, nor enquiries seeking information on matter of minor importance. When possible, also, the Government order should be made self-contained, thus obviating the necessity for the printing of any previous correspondence. If an original paper or an enclosure appears in full and again without material alteration as an annexure or appendix, it need only be quoted in the first instance and printed in full as an annexure.

58. *Standing matter* —Type will be kept standing at the discretion of the Press Superintendent. As a rule, ordinary Government orders of eight pages and under will be kept in type for seven days and larger papers two weeks after the

despatch of final copies. The type of Board's proceedings, jobwork, books and manuals, disposal lists, indexes and contents is distributed immediately copies are printed, but instructions will be taken before the type of technical publications of the Chief Engineer, P W D, is broken up. When it is evident from the subject matter or address lines that a paper making more than two pages will be printed again by the same or another department (as when draft rules are to be considered at a later date, when a report is submitted to Government for orders, or when a lengthy paper of one department is communicated to another, etc.), the type may be kept standing for one month. The type of papers communicated to the Board of Revenue, Surgeon-General or the Director of Public Instruction will be kept for fourteen days in case the papers are required for proceedings or circulars, after which time the type will be distributed without notice. Registration and Police notifications are kept standing only till the next issue of the Registration or Police Gazettes, respectively. Other gazette notices are not generally kept in type after the issue of the next district gazettes, and any spare copies required must be asked for at the time when the notice is sent for publication.

59. The type of Madras Bills is also kept till it is required to be put into Act form. Large statements for reports, establishment lists, etc., reprinted periodically within intervals of twelve months are kept standing permanently as far as possible.

60. The head of the office should state on the indent when a work is first sent to the press, whether copies will be required for any other purpose, and if the press is for reasons stated asked to keep the type standing, the type may, if it can be spared, be kept for two months but not longer.

61. *Resetting type*—The Press Superintendent may require the previous sanction of Government when type is required to be reset owing to intimation to keep standing not having been given or owing to delay longer than fourteen days in sending Government orders, notifications, etc., to be reprinted in Board's proceedings, circulars, correction slips, gazettes, etc.

62. *Parliamentary papers*—In the case of any lengthy document on a subject of special public interest, not a periodical, the type is not to be broken up until Government shall have ascertained whether further copies will be required for England, and the office sending in the work shall inform the press whether there is any possibility that copies of the printed

papers may be required for Parliament so that type may be kept standing. The copies sent to England for office use, etc., should be stitched and bound, but those intended for utilization as Parliamentary papers including maps and plans should be forwarded in sheets without title page or cover. The pages shall be of the usual report size, not with wide margins, and ordinary printing paper shall be used. Maps and plans should be printed and folded with a sufficient margin to permit of their being stitched in the text. In every case the Secretary of State for India should be advised of the expense incurred for paper, striking copies and freight of the whole consignment sent home, including copies for official use, in order that the amount may be recovered from His Majesty's treasury.

63. Coloured inks —A word or even a letter printed in a different colour from the text of the work causes an additional printing operation and is not permitted except for special reasons. Where it is desired to give prominence to a paragraph or note, it can be printed in the same colour in bolder type or underlined. Such words as 'Confidential,' or 'For record,' on covers or dockets of proceedings can be printed boldly in black instead of in ink of another colour. A second printing on forms requires the sanction of Government.

64. Indexes and lists of contents to manuals, reports, etc., cannot be prepared or checked in the press. They are to be printed in narrow columns in non-tabular form and should be as brief as possible consistent with indicating the purport of the text. Indexes or lists of Government orders, letters, etc., received in an office are not to be printed.

PROOFS

65. Proofs should not ordinarily be called for in the case of Government orders, notes, resolutions, etc.

66. Proofs of matter already in print should rarely be required, and the Superintendent, Government Press, is authorized to ask that the orders of Government should be taken in any case in which he may be asked for proofs of printed matter.

67. Number of copies of proofs —Ordinarily only one copy of each proof will be supplied. No more than three copies of a proof shall be called for except over the signature of a gazetted officer. This restriction to three copies applies to the total ordered when supplemental indents for copies of the same set of proofs are made.

68. Form of proofs.—The supply of proofs in book form causes delay and leads to errors. Proofs will be sent in loose sheets, printed on one side only of thin (double foolscap 16 lb) paper (not bound or stitched), and subsequent clean proofs, if any, will also be sent in the same form unless it is inconvenient to the press except for final white paper copies of reports for Government. When work contains columns or headings inserted on several pages of the same description, proofs of the varying columns or headings only will be sent. 'Made-ready' proofs of colour work or illustrations are not submitted.

69. Corrections—It may cost more to make extensive alterations in a proof than to reset the type. Manuscript matter should therefore be carefully and completely edited before it is sent to the press for proof. The attention of heads of departments is specially drawn to the necessity of avoiding excessive 'author's corrections' in proofs. A statement of avoidable expenditure from this cause is given annually in the press report. To avoid mistakes, corrections should be marked strictly in accordance with the list of proof-reader's signs and the instructions given in Part II. When the same matter has to be corrected by more than one person the changes made should be neatly and carefully transferred to one proof so that only one is returned to the press. If proofs are recalled from the press, any additional corrections should be made in ink of a different colour to prevent mistakes. Proofs should not be corrected in pencil.

70. Return of proofs.—Proofs sent for correction should be returned promptly. In cases of delay of more than a week the Superintendent will send a reminder, and in cases of unusual delay he will bring the matter to the notice of Government.

GENERAL AND STANDARDIZED FORMS

71. Classification—Forms include any printed works in which additional matter has to be filled in, also labels, envelopes, 'flags' and bound registers, if printed, colour-embossed, or ruled, and circulars, etc., which are used regularly by the indenting offices. Jobwork includes notices, handbills, circulars, invitations, memoranda, office orders, etc., which are complete in themselves or are required only on special occasions. Forms and jobwork may, subject to these rules and those in the Stationery Manual, be printed when it is more economical to resort to printing than to employ clerical labour, or when returns or forms have to be submitted to Government or the India Office in print.

72. Forms are grouped in the following classes :—

(i) *Standardized—general*, or ‘common,’ i.e., common to two or more departments or offices and included in Appendix XII of the Stationery Manual for supply on annual indents to certain offices as units of consumption or for further distribution where necessary

(a) General forms, as above, on biennial indents when the number required does not justify printing more frequently

(b) General forms on triennial indents if the number required warrants it

(c) General forms on quinquennial indents if the number required warrants it

(ii) *Standardized—departmental* —Special to a department, or common to two or more departments or offices, arranged in groups according to their nature, and supplied on indents as class (i) above

(iii) *Standardized—temporary* —Such as plague, settlement or famine forms, the necessity for which cannot be foreseen at the time when the annual indents are submitted and in regard to which the period during which they will be required is not known. These are supplied on special indents as required

(iv) *Special* —Forms which for departmental reasons have been excluded from the above lists, or the printing of which on occasional indents has been sanctioned by Government (Appendix E). These involve considerably greater expenditure than the printing of standard forms and they should be restricted as much as possible

(v) *Stock forms* as per list (Appendix G) and other standardized forms contained in a general price list which have been prescribed by Government for supply to district and taluk boards and municipalities at any time on request. Those forms which are for sale are printed in advance and kept in stock at the Government Press, Mint Buildings, Madras. A few stock forms are also stocked and supplied from the Mount Road Branch for the Ecclesiastical Department in some cases free, and in others on payment

(vi) *Forms supplied on payment* —In the case of forms such as those for the Port and Marine funds, Court of Wards estates, commercial concerns under the Industries, Fisheries or other departments (vide Appendix I), etc., the cost of which is recovered direct or debited to the department concerned, the indents are sent direct to the press and are complied with

as received, but it is more economical for the offices to send only annual indents. The Presidency Port Officer, Madras, also keeps a stock of forms for sale to merchants, etc. (Appendix G)

73. 'Variants'—The following are instances of variants: when paper of more than one size or quality is required for any reason for the same form or cover, when copies are required in more than one language of a standard form, when minor variations, such as in the franking of a cover or in the address have been permitted, when the same form is printed in inks of different colours, etc. Variants require the same sanction for printing as the original form. They bear the original number, but are distinguished by the addition of letters in italics. The restriction that, except in special cases, it is not permissible to print any envelope of which less than 400 copies are required annually and less than 2,000 in case of forms applies equally to variants.

74. Indents for forms—Officers who are authorized to send consolidated indents for standard forms are indicated in Appendix A. Standardized forms in classes (i) and (ii) are supplied only on annual indents which must be sent through the head of the department to the Superintendent of Stationery on prescribed dates in accordance with the cycle of indents given in the following table. The indents after being checked and (in the case of forms used in more than one department) consolidated by the Stationery office, and retrenchments or alterations notified to the offices concerned, are sent to the press with originals of any new or modified forms sanctioned during the year. Copies of forms are then supplied direct by the press to officers and subordinates according to the distribution lists accompanying the indents, but any change in the unit of supply requires the sanction of Government. Indenting offices are to ensure that the distribution statements are correctly prepared and that no copies are supplied from a central departmental office to subordinate offices which are units of direct supply from the press.

75. Indents are prepared for the groups shown in column 1 of the cycle printed below. Printed forms of indent are not supplied in all cases of standard forms and are unnecessary for officers who have very few or no subordinates. The indents shall ordinarily be based on the average consumption of the two supply years preceding that in which the indent is made and shall be for quantities which, together with the balance expected to remain on hand on the first day of the supply year following, will suffice for the consumption of twelve months.

in the case of ordinary forms and two, three and five years in the case of biennial, triennial and quinquennial forms. In the case of forms special to the Registration Department, the indent should be made to bring the stock up to eighteen months average consumption. Each distribution list should contain the postal address and nearest railway station of the offices mentioned therein or of the forwarding agent to whom parcels are to be consigned. Correspondence regarding forms passed for supply should be addressed to the Superintendent of Stationery by officers recognized as units for indents.

*Cycle of indents for supply of standardized forms.**

Group name and number	Latest date for receipt of indent in the Stationery office	Latest date of transmission of indents to the press	Probable date of supply by press †	Press in which usually printed (but all demer official paper and envelopes to Mount Road)
Survey—				
S I Special to Survey Parties	15th Oct	15th Dec	15th Mar	Mint Buildings
II Central Survey office ..	Do	Do	Do	Do
III Common to all ..	Do	Do	Do	Do
Covers and labels ..	Do	Do	Do	Do
Revenue—				
R F I Accounts (Revenue)	1st July	15th Oct.	Do	Penitentiary
II Taluk Accounts—				
A General	Do	Do	Do	Do
B Malabar, S Kanara and Nilgiris	Do	Do.	Do	Do
III Village Accounts—				
A and E. General	Do	1st Oct	Do	Do
B Malabar district	Do	Do	Do	Do
C S Kanara district	Do	Do	Do	Do
D Nilgiri district	Do.	Do	Do	Do
F Village Panchayats	Do	Do	Do	Do
IV Agricultural statistics	Do	15th Oct	Do	Do
V, Birth and Death Registration	Do	Do	Do	Do
VI. Budget ..	Do	Do	Do	Do.
VII Cattle mortality	Do	Do	Do	Do
VIII Cattle pound	Do	Do	Do	Do
IX Civil suits ..	Do	Do	Do	Do
X Disposal number system	Do	Do	Do	Do
R F XI District press	Do	Do	Do	Do
XIII. Inams ..	Do	Do.	Do.	Do
XV. Irrigation ..	Do	Do.	Do	Do
XVI. Jamabandi ..	Do	1st Oct	Do.	Do.
XVII Land records	Do	15th Oct	Do.	Do
XVIII Disposal of land—				
A. Acquisition of land	Do	Do.	Do.	Do.
B Assignment of land	Do	Do	Do	Do
C Encroachment	Do	Do.	Do	Do
D Transfer of land	Do	Do.	Do.	Do.
E Lands, miscellaneous	Do	Do	Do.	Do.

* Including covers, special or common, for the departments concerned. Forms required biennially or at longer intervals are indented for at the same time as annual indents but on separate indents for the class of forms according to the period.

† The dates of supply from the press do not apply to bound volumes which will be sent in batches.

Cycle of indents for supply of standardized forms—*cont*

Group name and number.	Latest date for receipt of indent in the Stationery office	Latest date of transmission of indents to the press	Probably date of supply by press	Press in which usually printed
<i>Revenue—cont</i>				
XIX Loans	1st July	15th Oct	15th Mar	Penitentiary
XX. Mines	Do	Do	Do	Do
XXI Minor irrigation works	Do	Do	Do	Do
XXII Office forms—				
A. Common to Land Revenue and Settlement departments of Board of Revenue	1st Dec	15th Jan	Do	Do
B Board of Revenue (Land Revenue)	Do	Do	Do	Do
C Board of Revenue (Settlement)	Do	Do	Do	Do
D Inam Commissioner's office	Do	Do	Do	Do
F Common to Collectors, Divisional officers, etc	15th Sep	15th Nov	Do	Do
G Director of Agriculture and subordinates	Do	Do	Do	Do
G-1. Common to Agricultural College, Veterinary College, etc	Do	Do	Do	Mount Road
I Special Settlement Officers	Do	Do	Do	Penitentiary.
J Superintendent, Civil Veterinary Department, and subordinates	Do	Do	Do	Do
J-1 Common to above, to Veterinary College and private Veterinary hospitals	Do	Do	Do	Do
J-2 Veterinary College	Do	Do	Do	Do
K Registrar, Co-operative Societies, etc	Do	Do	Do	Do
L. Common to Inam Commissioner, Collectors, etc.	1st July	15th Oct	Do	Do
M Collectors' offices ..	Do	Do	Do	Do
N. Treasury Deputy Collectors' offices	Do	Do	Do	Do.
O Divisional offices .	Do	Do	Do	Do
P Taluk offices	Do	Do	Do	Do.
Q. Revenue Inspectors' offices	Do	Do	Do	Do
R. Village officers' offices	Do	Do	Do	Do.
XXIII. Pattas and sanads .	Do	Do.	Do	Do
XXIV. Petty construction and repairs.	Do	Do.	Do.	Do.
XXV. Prices ..	Do	Do	Do.	Do.
XXVI. Revenue Recovery Act.	Do.	Do	Do	Do
XXVII Season	Do.	Do	Do	Do
XXVIII. Security bond ..	Do.	Do	Do.	Do.
XXIX. Special Funds Code	Do	Do	Do	Do
XXX Stamps (general) .	Do.	Do	Do.	Mint Buildings.
XXXI Trade ..	Do	Do	Do	Penitentiary
XXXII. Sub-treasury forms ..	Do	Do	Do	Do
XXXIV Veterinary	Do	Do	Do	Do.

Cycle of indents for supply of standardized forms—*cont*

Group name and number	Latest date for receipt of indent in the Stationery office	Latest date of transmission of indents to the press	Probable date of supply by press	Press in which usually printed
<i>Revenue—cont.</i>				
XXIV Temporary forms—				
A. Famine (special indent)	1st July	15th Oct	15th Mar	Mint Buildings
B. Inams	Do	Do	Do	Penitentiary
C Land records	15th Sep	15th Nov	Do	Do.
E Settlement			Do	Do
XXXVI. Miscellaneous—				
C Estates Land Act	15th Apr	Do	Do	Do
D Street survey	15th Sep	Do.	Do	Do
R C Labels—				
A Presidency town addresses	Do	Do	Do	Mint Buildings
B Common to Revenue offices	Do	Do	Do	Do
C Land Revenue and Settlement departments	Do	Do.	Do.	Do
D Board of Revenue (Land Revenue department)	Do	Do	Do	Do
E Board of Revenue (Settlement department)	Do.	Do	Do	Do.
F Director of Agriculture and subordinates	Do	Do	Do	Do.
G Collectors' offices	Do	Do.	Do	Do
<i>Excise—</i>				
S R B (1) Office of the Commissioner of Excise	1st Mar.	15th May	15th Aug	Do
(2) Assistant Commissioners and Inspectors.	Do	Do	Do	Do.
(3) Collectors' offices	Do	Do	Do	Do.
(4) Common to Collectors, Inspectors and Assistant Commissioners of Excise	Do	Do	Do	Do.
Licences used from April to March (C S, F L and H D, forms) and distillery and warehouse licences.	15th Jan	15th Feb	15th Mar	Do
Licences used from October to September (O ₂ and T T 5)	15th July	10th Aug	1st Sep	Do.
<i>Stamps—</i>				
R F XXXVI-B Collector of Madras and Superintendent of Stamps	1st Dec.	1st Feb	1st Mar	Penitentiary.
<i>Forest—</i>				
R F. XII-A Forest Code ..	1st Aug	1st Nov	15th Mar	Mint Buildings
B „ permits .	Do	Do	Do	Do.
XXII-E Forest Conservators and subordinates	Do	Do	Do	Do.

Cycle of indents for supply of standardized forms—*cont.*

Group name and number.	Latest date for receipt of indent in the Stationery office.	Latest date of transmission of indents to the press.	Probable date of supply by press.	Press in which usually printed.
<i>Registration—</i>				
Regn I Inspector-General's office	1st June	1st July	15th Oct	Penitentiary and Mount Road
II Subordinate offices	Do	Do	Do	Do.
III. Common to Inspector-General and subordinates	Do	Do	Do	Do
Labels	Do	Do	Do	Do.
Reg-Genl A Office of Registrar-General of Births and Deaths	Do	Do	Do.	Do.
Reg-Genl C Special under Malabar Marriage Act	Do	Do	Do	Do
C F XVIII Common to Registrars of Births and Deaths.	Do	1st Sep	15th Dec	Mint Buildings.
C.F. XIX Common to Registrar-General and Registrars of Births and Deaths.	Do	Do.	Do.	Do
C F XX Common to Registrar-General and Registrars of Births, Deaths and Marriages.	Do	Do	Do.	Do
<i>General Administration—</i>				
Ch 8 I. Political Department.	1st Oct	1st Dec.	1st Jan	Mount Road.
II. Public Department	Do	Do	Do	Do
III. Secretariat Library	Do	Do	Do	Do
IV. Special to Chief Secretariat.	Do.	Do	Do	Do
V Judicial Department	Do	Do	Do	Do.
Finance Department Forms special to the Finance Department.	Do	Do.	Do	Do
Rev Sec.—Revenue Secretariat	Do	Do.	Do	Do
L.S.G. I Local Self-Government Department.	Do	Do	Do.	Do.
II Plague Branch	Do.	Do.	Do	Do.
Law Dept I Law (General) Department.	Do	Do	Do.	Do.
II. Law (Legislative) Department.	Do.	Do	Do.	Do.
III Legislative Council office	Do	Do	Do.	Do
Sec. II.—Common to two or more Secretariat departments.	Do	Do	Do	Mint Buildings
Special covers and labels	Do	Do	Do	Do
M R.O.—Madras Record office.	Do	Do.	Do.	Mount Road.
P.S.—Private Secretary to His Excellency the Governor.	Do	Do.	Do	Do.
M.S.—Military Secretary to His Excellency the Governor.	Do.	Do	Do.	Do.

Cycle of indents for supply of standardized forms—*cont.*

Group name and number	Latest date for receipt of indent in the Stationery office.	Latest date of transmission of indents to the press	Probable date of supply by press	Press in which usually printed
<i>General Administration—cont.</i>				
C F I to XVII. Forms common to two or more departments	15th Apr	1st Sep	15th Dec	Mint Buildings
XXI Common to Collectors and chairmen of municipal councils	Do	Do	Do	Do
XXIV Miscellaneous for P.W.D., Registration and Revenue departments	Do	Do	Do	Do
A Common covers . . .	Do	Do	Do	Do.
Economy labels . . .	1st Sep	1st Dec.	1st Mar	Do
R.F XXXIII T & A Treasury Manual and Account Code forms.	15th Mar	15th July	15th Oct	Do
R F XXXV-D Plague (temporary).			24 hours	Do
<i>Firms prescribed under Special Acts—</i>				
I Indian Arms Act—				
A Prescribed under rules	15th July	30th Sep	15th Dec	Mount Road.
B Do by Government orders	Do	Do	Do	Do.
C. Other forms	Do.	Do	Do	Do.
II Indian Explosives Act—				
A and B as above . . .	Do	Do.	Do	Do.
III. Petroleum Act—				
A. Prescribed under rules	Do	Do	Do	Do
B Other forms . . .	Do	Do	Do	Do
IV Poisons Act—				
A. Prescribed under rules	Do	Do	Do.	Do
B Prescribed by Government orders.	Do	Do	Do	Do.
V Miscellaneous forms . . .	Do	Do.	Do.	Do
VI Motor Vehicles Act	Do	Do	Do	Do
VII. Motor Vehicles International Act	Do	Do	Do	Do
VIII Press and Books Act—				
A Prescribed under rules	Do	Do	Do.	Do
B Prescribed by Government orders.	Do	Do	Do	Do.
C. Other forms	Do	Do	Do	Do
IX. District Municipalities Act.	Do	Do.	Do.	Do.
XII Assam Labour Act . . .	Do.	Do.	Do.	Do.
XIII. Indian Emigration Act.	Do	D .	Do.	Do
XIV. Indian Factories Act . . .	Do	Do	Do	Do.
XV. Miscellaneous forms . . .	Do	Do	Do.	Do.
XVI. Lunacy Act . . .	Do.	Do.	Do.	Do
XVII Indian Christian Marriage Act— . . .				
A Prescribed under rules	Do.	Do	Do	Do.
B. Prescribed by Government orders	Do	Do	Do	Do.
C. Other forms . . .	Do	Do	Do	Do

Cycle of indents for supply of standardized forms—*cont.*

Group name and number	Latest date for receipt of indent in the Stationery office	Latest date of transmission of indents to the press	Probable date of supply by press	Press in which usually printed
<i>Forms prescribed under Special Acts—cont</i>				
XVIII-A Special Marriages Act	15th July	30th Sep	15th Dec	Mount Road
XIX Indian Ports Act	Do	Do	Do	Do
XX Criminal Tribes Act	Do.	Do.	Do	Do
XXI Railway Protection Act	Do	Do.	Do	Do
XXII Public Resort Act	Do	Do	Do	Do
XXIII Cinematograph Act ..	Do	Do	Do	Do
XXIV. Coffee Stealing Prevention Act.	Do	Do	Do	Do
XXV. Cotton Ginning and Pressing Factories Act.	Do 1 st 0	Do Do	Do Do	Do Do
<i>Jails and Convict Settlements—</i>				
J. I. Inspector-General of Prisons	1st Feb	1st Apr	15th June	Mint Buildings
J II. Subordinate offices	Do	Do	Do	Do
CF XXII Common to Jails and Sub-jails	15th Apr	1st Sep	15th Dec	Do
XXIII Common to Sub-jails under Magistrates and the five Sub-jails under the Inspector-General	Do	Do	Do	Do
<i>Administration of Justice—</i>				
CCC—City Civil Court office forms	1st June	1st Aug	1st Oct	Mount Road
SCC—Court of Small Causes Office forms	Do.	Do	Do	Do
Adv -Genl—Advocate-General Office forms	Do	Do	Do	Do
G Pl—Government Pleader.	Do.	Do	Do	Do.
P P—Public Prosecutor	Do	Do	Do	Do
G S—Government Solicitor ..	Do	Do	Do.	Do.
O R—Official Receiver	Do.	Do	Do	Do.
Ch Cr—Clerk of the Crown	Do	Do.	Do	Do
L R—Law Reporter	Do	Do.	Do	Do.
S M—Sheriff of Madras	Do	Do.	Do	Do
P M—Presidency Magistrates—				
A. Common to Egmore and Georgetown	Do.	Do.	Do.	Mint Buildings.
B. Special to Egmore ..	Do.	Do.	Do.	Do
C Special to Georgetown.	Do.	Do.	Do	Do.
Cr. P.—Crown Prosecutor	Do.	Do.	Do.	Mount Road.
P.L Act.—Prescribed under Planters' Labour Act	Do	Do.	Do.	Penitentiary.
A.O.T.—(Administrator-General and Official Trustee, Madras)—common and d e.'s special forms	Do	Do	Do	Mount Road.
Agt. Tanj—Prescribed for Government Agent, Tanjore	Do	Do.	Do.	Penitentiary.
Agt. Ganj. & Goda.—Prescribed by Government for Agency offices, Ganjam and Godavari	Do	Do	Do.	Do.

Cycle of indents for supply of standardized forms—*cont*

Group name and number	Latest date for receipt of indent in the Stationery office	Latest date of transmission of indents to the press.	Probable date of supply by press.	Press in which usually printed
<i>Administration of Justice—cont</i>				
Cr Mis.—Criminal Miscellaneous	1st Mar	1st July	1st Oct	Penitentiary
Cr J —Criminal Judicial	Do	Do	Do	Do
Cr J Mis —Criminal Judicial Miscellaneous	Do	Do.	Do	Do
Cr Reg —Criminal Registers	Do.	Do	Do	Do
Cr —Office forms for Mufassal Criminal Courts	Do	Do.	Do	Do
M Cl —Office forms for Mufassal Civil Courts	Do	Do	Do.	Do
C P C —Civil Procedure Code forms	1st May	Do	Do	Do
C M —Civil Miscellaneous forms	15th May	15th July	15th Oct	Do
C R —Civil Registers	Do	Do.	Do	Mint Buildings
<i>Police forms, covers and labels —</i>				
Pol. A Office of Inspector-General of Police	1st Dec	15th Feb	15th May	Penitentiary
B Subordinate offices	Do	Do	Do	Do
C Common to A and B	Do	Do	Do	Do
D Commissioner of City Police.	15th Jan	1st Mar	Do	Mount Road
E Deputy Inspector-General of Police, Railways and C I Department	Do	Do	Do	Do
F Assistant Superintendent of Police, Coorg	1st Dec	15th Feb	Do.	Penitentiary
<i>Posts and Pilots—</i>				
G C.—Agent for Government Consignments	1st Oct	1st Dec	1st Jan	Mount Road.
<i>Education—</i>				
Edl A Director of Public Instruction.	3rd Jan	15th Mar	15th June	Mint Buildings
B. Common to two or more subordinate officers	Do	Do	Do.	Do.
C.—I to XIV Special to individual subordinate officers	Do	Do	Do.	Do
<i>Medical—</i>				
I. Special to subordinate offices.	1st Mar	1st May	Do	Mount Road
II Common to State Medical institutions	Do	Do	Do	Do.
III A Surgeon-General's office	Do	Do	Do.	Do.
III B General, Rayapuram, Royapetta and Victoria Hospitals	Do	Do	Do	Do
III C Maternity and Victoria Hospital	Do	Do	Do	Do
III D. Ophthalmic Hospital	Do.	Do	Do	Do
III E Mental Hospitals	Do	Do	Do	Do
III F Leper Hospital	Do	Do	Do.	Do
III G Tuberculosis Hospital	Do	Do	Do	Do.

Cycle of indents for supply of standardized forms—*cont.*

Group name and number.	Latest date for receipt of indent in the Stationery office.	Latest date of transmission of indents to the press.	Probable date of supply by press.	Press in which usually printed.
<i>Medical—cont</i>				
III H Medical College and Schools	1st Mar	1st May	15th June	Mint Buildings
III K Board of Examiners, Medical College	Do	Do	Do	Do
I M Indian School of Medicine	Do	Do	Do	Do
C Exr.—Chemical Examiner	Do	Do	Do	Do
<i>Public Health—</i>				
D P H.—Director of Public Health	Do.	Do	Do	Do
H I.—Health Inspectors	Do	Do	Do	Do
K I P.—King Institute, Guindy	Do	Do	Do	Do.
<i>Agriculture—</i>				
Gar.—Curator, Government Gardens and Parks	15th Sep	15th Nov	15th Mar	Ootacamund Branch, Do
C Pl.—Director, Government Cinchona Plantations	Do	Do	Do.	
<i>Scientific—</i>				
Mus.—Government Museum ..	1st Mar.	15th Apr	15th June	Mount Road
<i>Miscellaneous—</i>				
Bd Ex.—Board of Examiners	Do	Do	Do	Do
G Exs.—Commissioner for Government Examinations	Do	Do.	Do	Do
S L C.—Do School-Leaving Certificate forms.	Do	Do	Do	Do
S I B.—Senior Inspector of Steam-boilers, etc	Do	Do	Do	Do
Fac.—Inspector of Factories ..	Do.	Do	Do	Do
<i>Industries—</i>				
Dr F.—Director of Fisheries	Do	Do	Do	Do
D.I.—Director of Industries ..	Do	Do.	Do	Do
<i>Stationery and Printing—</i>				
Sty.—Stationery office	1st Dec	1st Feb	1st Mar	Mint Buildings
G P.—Government presses	Do	Do	Do	Do.
<i>Civil Works—</i>				
P W.S I Chief Engineer and Secretary to Government	15th Mar	15th June	15th Sep	Mount Road
II, Chief Engineer for Irrigation.	Do	Do	Do	Do
P W.D. I Superintending Engineers	Do.	Do.	Do.	Do
II. Division officers	Do	Do	Do	Do
III Subdivision and Section officers	Do	Do	Do	Do.
IV. Public Works Workshops and Stores	Do.	Do.	Do	Do.
V Common to department.	Do.	Do	Do.	Do.

Cycle of indents for supply of standardized forms—*cont.*

Group name and number.	Latest date for receipt of indent in the Stationery office	Latest date of transmission of indents to the press	Probable date of supply by press	Press in which usually printed.
<i>Civil Works—cont.</i>				
VI. Account forms	15th Mar	15th June	15th Sep	Mount Road
VII Special to Sanitary Engineer.	Do	Do	Do.	Do
VIII Special to Electrical Inspector.	Do	Do	Do.	Do.
IX. Special to Superintending Engineers	Do	Do	Do	Do
X Special to Divisional officers	Do	Do	Do	Do
XI Special to Subdivision and Section officers.	Do	Do	Do	Do
XII. Common to two or more P W D departments	Do	Do	Do	Do

76. Periodical alterations in forms.—In the few cases in which minor alterations are required to be made periodically in standard forms, such as the change of fiscal years in R F No. III A-54, the head of the department, or the consolidating officer, should forward a corrected form *with* the indent in order that the standing form may be altered. The fact that sanction for the alteration of such form has been obtained is to be entered in the indent form, or the press will print copies from standing stereotypes

77 Delayed or excessive indents—It is essential that indents should be correctly and completely prepared and submitted by due date, otherwise the supply of forms relating to a group to the whole of the Presidency will be delayed. Any case in which the working of the rules is retarded by an indenting officer is to be brought to the notice of Government. When the Superintendent of Stationery considers that the demand for any treasury or account form is unnecessary or excessive, he should report the case to the administrative authority immediately superior to the indenting officer concerned

78. Supplementary indents are as a rule inadmissible, and will be passed for supply only after full explanation. If the explanation is considered unsatisfactory, the indent shall be complied with only after the sanction of Government has been obtained by the officer concerned. Supplemental indents due to an exceptional demand can usually be avoided by obtaining

a loan of the copies required from another office in the same locality, though the practice should be avoided as much as possible. As no stocks of any standard forms are kept in the press, such indents necessitate special printing which may cause delay in supply. No indent for standard forms is to be sent direct to the Government Press.

79 Paper —After indents and distribution statements have been checked with due regard to economy, and where necessary consolidated, the quantity of paper required is estimated by the Stationery office, and sent with the indent to the press for printing. In cases of large quantities of the commoner kinds of paper, the total quantity to be sent will be intimated to the Superintendent, Government Press, who will then inform the Superintendent of Stationery in what monthly quantities, and to which press, deliveries may be made.

80. Standard forms are supplied only from the central presses in Madras, and they should on no account be printed at a private, district or jail press whatever the number required, nor any additions be over-printed on such forms without the sanction of Government.

81 Files of standard forms are maintained at the Stationery office and at the Government Press for purposes of reference and not for issue or loan. Every officer should keep files of all classes of forms sanctioned for use in his office. Files are not made up in the press for this purpose.

NEW OR MODIFIED FORMS

82. Printing of non-standardized or new forms —In the case of forms for use in the offices of heads of departments and for general forms or those common to two or more departments, no form which is not included in the lists of standardized forms may be printed at any press, nor may any additions to, or alterations in, the lists (or in the forms, paper or binding prescribed) be made without the sanction of Government. The administrative departments of Government and the following heads of departments are empowered to sanction the printing of other forms prescribed for their subordinate offices —Board of Revenue (Land Revenue and Settlement), Inspectors-General of Police, Registration or Prisons, Registrar of the High Court, Chief Engineer, Public Works Department, Surgeon-General, Director of Public Instruction, Director of Agriculture and Director of Public Health (for Sanitation and Vaccination only).

83. Standard forms are not in any case to be prescribed contrary to the general orders detailed in this Manual, such as the restrictions as to the minimum number required annually, over-printing on forms, printing in ink of more than one colour, die-stamping, wide spacing, names in columns of registers and lists, etc. The addition of such forms to the standard lists requires the sanction of Government even when heads of departments have been authorized to sanction the printing of forms for subordinate offices

84. *Introduction of new forms* —A copy of every order of Government, or of the head of the department authorized above, sanctioning additions to, or alterations in, the lists or in the forms shall be communicated to the Superintendent of Stationery and the Superintendent, Government Press, the order for copies being sent through the former. In the absence of specific instructions copies of a new form will be supplied only from the next annual indent. If immediate supply is necessary, the number required for each officer should be furnished to the Superintendent of Stationery with the order prescribing the form

85. In urgent cases the authority directing the printing of a new or modified form may also order immediate supply of that form. Before fixing a date for the introduction of a new system requiring a large number of forms, etc., inquiries should be made whether the press can get the copies ready in time

86. *Modified forms* —When one standardized form is ordered to be modified or substituted for another, the change shall, except in special circumstances, be effected only at the time of the next annual indent. As long notice as possible should be given before the revision of any form is ordered so that old stocks in offices may be used up. As the forms are stereotyped, trivial alterations should be avoided as they necessitate resetting type and the destruction of stocks in offices

87. If one department wishes to modify a form which is used by it in common with another department, it should be done in consultation with the other department, obtaining the sanction of Government when necessary

88. *Proofs of new or modified forms* can be furnished only after the indent for the supply of copies is received

89. *Style and size of new forms* —Manuscripts of new and modified forms should be of the same size as the paper on which the forms are to be printed, with sample entries filled in in the columns so as to enable the press to judge the width of

each column. The forms prescribed should be drawn up to suit one of the standard sizes of paper and the headings should be compressed as much as possible. If headings containing long particulars are necessary, the items can often be inserted in a list of instructions prefixed to the register, with the column number or a brief abstract only in the headings, thus giving space for more items in each page. When a form is intended for a single entry, or for fewer entries than the number of columns, it is usually better to arrange the usual headings in lines at the left hand side in columns with the column matter as a heading. Numbers to columns are rarely wanted and they encroach on the space for entries.

90. Inner sheets—In the case of forms containing a number of sheets with a common heading the inner sheets should not be cut in order to have the heading for all the sheets, but the heading should be printed in each sheet.

91. Quarto forms—Except for correspondence with Government and the Board of Revenue, quarto forms should always be used in preference to folio size, and all forms in foolscap quarto size should, as far as possible, be printed lengthways of the page for convenience in filing with folio sheets of the same width.

92. Half-width dockets are to be printed always on the left hand side of the folio sheet and on the back of a printed sheet intended only for one page letters. The practice of attaching a separate printed half-width docket sheet to manuscript papers having the last page blank is wasteful.

93. Form numbers—Every new form must be given a number in the standard list, such additions to the numbers being intimated to the press. When printed, each form should bear in small type in an inconspicuous position initials showing the department or group number, the form number and variant letter, if any, in the standard list, the number of copies printed and the date of printing and number of ruling pattern or number of size of cover, e.g., 'R F III-A, 16 (a) 1,000—12—1—16 (4)' indicates Revenue Form, Village Accounts General No 16, variant (a), 1,000 copies printed 12th January 1916, pattern 4 ruling, or if a cover, size $14\frac{3}{8}'' \times 5\frac{1}{4}''$. The number is needed only in one part of a form. The group, number and letter as well as the name are to be mentioned in all correspondence to avoid mistakes.

94. Special modifications of forms or jobwork, such as printing in a different size and style for office copies, the insertion of a name, designation or place of an office in a

standard or stock form, over-printing on printed forms; printing of names in attendance registers, acquittance rolls, village lists, registers, subscription books and similar lists, inserting the date or year in standard forms, printing or alteration of figures representing years in any form, indents for the same form more than once in a year, or printing of addresses on labels and envelopes of which less than 400 copies are used annually are prohibited for every department. Exceptions are specified in Appendix E.

95. A District Collector may order the printing at a district or jail press or at the Government Press, Madras, of forms not included in Volume III of the Stationary Manual when required urgently for temporary use in his own office or subordinate offices, provided—

(i) that not less than 50 and not more than 500 copies are required. If more than 500 copies are required, the printing should be done at the Government Press, Madras,

(ii) that the amount of clerical labour saved is sufficient to warrant the expenditure incurred on printing,

(iii) that the cyclostyle or other duplicating processes available will not meet the case equally well

A written order under the signature of the Collector should be recorded in each case with brief reasons for the course adopted, and, in the case of printing in Madras, a duplicate of the order should be sent to the Superintendent, Government Press, with the specimen form to be printed. Duplicates of all orders sanctioning such printing at a district or jail or private press, together with specimens of the forms printed, should be forwarded by the Collectors of Coimbatore, Ganjam, Malabar, North Arcot and the Nilgiris to the Superintendent, Government Press, once a quarter, not later than the 10th January, April, July and October. The Superintendent will transmit them with his remarks to the Board of Revenue not later than the 20th of these months.

When specially urgent work cannot be dealt with by the district or jail press or Government Press in time the ordinary rules for printing at private presses are applicable (paragraphs 240 and 241). Such work should, however, be reduced to a minimum as the Government presses can undertake all the printing work of the collectorates, including old district records, in addition to the district gazettes. Old records and indexes should be sent to the press during the slack season, i.e., April to September.

SPECIAL FORMS.

96. Court of Wards forms.—Collectors should invariably obtain supplies of forms Nos 13 to 19, 21, 25, 26, 32 to 34, 36 to 45, 56 to 58, 60, 61, 65 to 73, 77, 78, 80 to 88 of the Court of Wards Manual by indent on the Superintendent, Government Press, Madras, direct. The annual indent for forms required for the Court's office is due at the press on 1st July. The cost of printing these forms is charged for exclusive of paper, which is supplied free from the press stock. Collectors may make their own arrangements for the supply of audit registers and any of the other forms prescribed in Part III.

97. Public Works local and miscellaneous forms used in the department, measurement books, etc., are included in the Madras standardized forms and printed and supplied, on annual indents, under the same conditions as forms for other offices of the Local Government.

98. Code forms of the department cannot be altered without the previous sanction of the Government of India, and local forms must not be introduced by any officer unless the permission of the Madras Government has been obtained and the forms included in the sanctioned lists of forms.

99. Cheque and Remittance Transfer Receipt forms are printed and supplied by the Controller of Printing, Stationery and Stamps, Delhi, to officers under the Local Government free of charge. These as well as the supply bill forms, the cost of which is under the existing orders debited to Central Revenues, are not printed at the Government Press, Madras. The Accountant-General, Madras, will indent on the Manager, Government of India Press, Calcutta, for the forms and supply them to the officers of the Madras Government free of charge when required.

NOTE—The above orders do not apply to cheque forms required by local bodies and non-Government institutions, cash order forms and payment order forms for Civil Court deposits.

100. Ecclesiastical forms are stocked at the Mount Road Branch Press and supplied direct on indent by or through the Roman Catholic Bishops, the Registrar of the Diocese, Bishop's Registrar, Travancore and Cochin, the Presidency Senior Chaplain, Church of Scotland, the District Magistrate, or the Senior Marriage Registrar for the town of Madras as the case may be. Each person licensed under section 6 or 9 of Act XV of 1872 will be supplied free with one full set of registers and forms prescribed under the Act. Additional copies will be supplied on payment of cost (Appendix G). Registers

and forms under the Act are supplied under similar conditions to ministers and persons in Mysore territory and in His Exalted Highness the Nizam's Dominions licensed under the Act, on indent through the Registrar-General of Births, Deaths and Marriages, Madras. Marriage Registrars who are also Government servants are exempt from payment. Forms of returns of baptisms and burials required by Ecclesiastical officers and private missionary bodies should be obtained from the Registrar-General of Births, Deaths and Marriages.

101. Forms, etc., for district boards and municipalities — Forms for budgets, annual reports and other general returns to Government are printed at the Government Press and supplied to all municipal councils and district boards free of cost. Forms required for administrative purposes, such as Sanitation, Vaccination, Vital Statistics and Water-works may be printed under the supervision of the Director of Public Health and the Sanitary Engineer and supplied on payment of actual cost, and those for Veterinary hospitals through the Director of Veterinary Services, who keeps small stocks. The forms mentioned in Appendix G are also supplied. Forms required by the local bodies on payment should be indented for in the printed indent form prescribed in the price list. The total cost including 5 per cent of the price of the forms for postage, etc. (minimum charge 2 annas) should be remitted into the treasury before sending the indent and the chalan granted by the treasury attached to the indent in support of remittance.

102. Account forms common to two or more district boards or municipal councils are supplied direct at contract rates by private presses in Madras under the supervision of the Examiner of Local Fund Accounts.

103. Jobwork and special forms — The conditions prescribed in this Manual for other forms are to be observed, and the authority sanctioning, or the special reasons for printing, should be specified in the indent sent with the work.

104. Receipt of forms — Packages should be opened and the contents carefully checked and the weight verified as soon as received from the press. All vouchers for the receipt of printed work or publications should be returned, postage prepaid, to the press concerned immediately on receipt of consignments, with a separate letter in case of any discrepancies. In the case of printed forms, however, differences in excess of 5 per cent need only be intimated. In cases of the systematic non-return of receipts, a report will be submitted to Government. If packets or parcels do not reach their destination on due date, inquiries should at once be instituted at the

post office or at the railway station and the fact communicated to the Superintendent. In all correspondence about forms the group name and form number and letter, if any, should be specified to avoid mistakes. It is useless to address the press regarding the supply of forms until after intimation has been received that the Stationery office has sent the indent for the group concerned to the press.

105. Return of forms—In cases where the number of copies and descriptions of forms appear to differ from the quantities indented for, they should not be returned to the press but be retained pending instructions as to their disposal. The Superintendent cannot be responsible for demurrage, freight and other charges incurred for parcels sent without a requisition from the press. In any case of surplus stocks of forms which are not likely to be required, the Superintendent of Stationery should be addressed in order that he may give instructions as to the offices in the neighbourhood to which the excess copies may be delivered.

106. Local delivery of forms and other work is not made by the press, except to Secretariat offices, and notice is sent to other offices as soon as a parcel is ready. Upon receipt of intimation that forms are ready, officers at the Presidency Town should arrange to take delivery, the forms being checked and any complaints as to short supplies made immediately after they are received. If prompt delivery is not taken, the press may send the forms, the coolie charges, etc., being paid by the office concerned. The Superintendent will enter the amount to be paid on the memorandum which accompanies the work.

107. Freight of forms, etc., sent by rail or steamer to Government offices is prepaid by the press under the credit-note system except for the Excise Department. On forms returned to the press on requisition freight is paid by the press. In all other cases, the cost of carriage is not borne by the press. Carriage is not paid on forms, etc., supplied to local boards, municipalities, private parties, Collectors (on account of Court of Wards), or on other chargeable work.

108. Stocks of printed forms in offices are required by the rules in the Stationery Manual to be placed in the custody of a responsible officer and stored with the same care as stocks of stationery. The examination and check of stocks shall be made once a year at the date of indent so that calculation from stocks may be taken from that date.

The officer who has the custody of forms will be held responsible for any shortage in them and Government may require that the cost of the missing forms shall be recovered from him.

RULING AND NUMBERING.

109. Ruled forms—Faint ruled lines, though entailing an additional printing process, are often economical as they keep entries clear and close together. Forms should be so arranged as to make the ruling run right across the paper, half-margin ruling is more expensive than 'run through' lines. If lines are to be ruled to two or more lines of print in different columns in the same page the print should run in straight lines across the page. Ruled column and heading lines in two or more colours are not allowed in forms containing printed matter. Form ruling is not done at District or Jail presses. Proofs of ruling work are not sent. Line ruling on forms is not permissible *after* indents have been complied with. When indenting for the forms instructions should be given as to whether the forms are to be ruled or not, and the number of the pattern should be specified on the indent and on proof of type form.

110. Standard patterns of plain line ruling—

No	1	Lanes	$\frac{3}{8}$	inch apart.	For printed lines closely spaced.
"	2.	"	$\frac{1}{4}$	"	For note books.
"	3.	"	$\frac{1}{2}$	"	For printed column matter spaced.
"	4	"	$\frac{5}{16}$	"	} The rulings adopted when no number is specified
"	5.	"	$\frac{1}{2}$	"	
"	6	"	$\frac{7}{16}$	"	} Registration volumes and important ledgers
"	7	"	$\frac{1}{2}$	"	
"	8.	"	$\frac{3}{4}$	"	For gun registers subject to additions for ten years
"	9	"	1	"	} Lines for separating entries not for guidance in writing as Judicial II—9, and Small Cause Court petition book.
"	10.	"	2	"	

111. Ruled paper is treated as stationery and not as a printed form, and printed entries should not be made on such paper merely to show the number of the form. Cut slips and sheets, notes, draft order and continuation sheets, half margin or one-third margin ruled or unruled, and blank economy labels are also treated as articles of stationery. Officers requiring unprinted paper to be ruled, to be cut to any size, to be punched, or to be made up into tear-off blocks or note-

books should include such requisitions in their annual indents for stationery. Whenever possible, obsolete forms and proofs should be cut up and utilized for slips required for office use, for pasting index slips, etc.

112. Numbering.—When typed serial numbers are required, the space for them should be arranged as nearly as possible at the top of the right hand edge of the form, and if more than one number is wanted (as in foil and counterfoil work) the numbers should be arranged in a straight line across the sheet.

113. The Superintendent, Government Press, may, if necessary, be asked to advise on technical points and as to the suitability of the size and quality of the paper for the purpose before any new form is standardized

DIE-STAMPING OR EMBOSsing

114. Die stamping, or embossing, is more expensive than ordinary printing, and colour-embossing is restricted to the Secretariats and certain heads of departments specified in Appendix D. Papers and envelopes embossed in colour are subject to the same rules as forms and are supplied, with or without printing, on annual indents with other standard forms. Special or service crests or more than one die are not to be embossed on any paper at Government expense

115. Plain embossed demi-official papers and envelopes not requiring printing as well are stocked and supplied direct by the Stationery office with the annual indents for stationery. All these have the same 'Government of Madras' die, and no demi-official papers or envelopes of any other class are provided except blank papers for colour-embossing. All die-stamping and printing of demi-official papers and covers is done at the Mount Road Branch.

116. The rules regarding printing at private presses apply to embossing also and the certificate of the Superintendent, Government Press, is necessary before such work can be given to a private press.

ENVELOPES OR COVERS.

117. Envelopes.—Unprinted or plain-embossed demi-official and lined envelopes are supplied as stationery direct from the Stationery office. Colour-embossed and printed covers are classified as standard 'forms' and supplied direct from the press; the rules for the supply of forms apply to them also.

The superscription "On His Majesty's Service only" should be printed on the left hand top corner of demi-official and official covers and labels. The printing of the words "Confidential," "Secret," on envelopes used for confidential correspondence has been discontinued.

118. Sizes of envelopes, etc—The following is a list of sizes and descriptions of the standard covers supplied and the kind of paper to be used.—

For Flat-files (not to be used for communications of less than 12 leaves foolscap)

No	Size	
1	16" × 11 $\frac{3}{4}$ "	For bulky correspondence through post (made from brown paper royal, 40 lb)—Supply to be limited to offices where the flat-file system is sanctioned or where it is necessary to send sketches and other papers unfolded
2.	14 $\frac{7}{8}$ " × 9 $\frac{7}{8}$ "	As above or for confidential inner covers (made from brown double foolscap, 24 lb)

Ordinary Covers

3.	16 $\frac{1}{4}$ " × 6"	For weighty or bulky contents through post (made from brown royal, 40 lb) and as outer cover to No 4 Supplied in proportion of not larger than one of this size to twenty of size No 4
4	14 $\frac{3}{8}$ " × 5 $\frac{1}{4}$ "	For light contents (brown demy, 28 lb)
5	10" × 4 $\frac{1}{2}$ "	For foolscap weighty contents folded twice breadthwise or quarto folded lengthwise (brown royal, 34 lb) and as outer cover to No. 6
6	9 $\frac{3}{8}$ " × 4 $\frac{1}{8}$ "	(Brown demy, 20 lb) No larger size to be used for single sheets of foolscap
7	7" × 3 $\frac{1}{8}$ "	As No 6 and confidential inner covers to No 6 (brown double foolscap, 24 lb).

Special exemptions

Any of the sizes mentioned above for which brown paper is prescribed to be made of azure laid royal 44 lb paper for the use of Honourable Members of the Executive Council

Demi-official Envelopes

No.	Size	
8.	8" × 5"	For outer cover to No 10 (paper as for No 10).
9	5 $\frac{1}{2}$ " × 4 $\frac{1}{4}$ "	For large post 8vo, and as outer cover when No 11 is used as confidential (paper as for No 10)

Demi-official Envelopes—cont

No	Size.	
10.	7" \times 4 $\frac{1}{2}$ "	For quarto note paper in three qualities to correspond with paper to be used, as follows.— (i) Special quality with glazed finish or surface, (ii) Special quality with ordinary or mill surface, (iii) first quality (foolscap cream wove, 15 lb, smooth), or (iv) second quality (ordinary cream wove, 28 lb) for subordinates
11	4 $\frac{3}{4}$ " \times 3 $\frac{1}{4}$ "	For octavo note, once folded, in qualities (i) to (iv) as above

Special Covers

Size	
15 $\frac{1}{2}$ " \times 11"	Commissioner for Government Examinations
2 $\frac{1}{2}$ " \times 1 $\frac{7}{8}$ "	Pocket shape for quinine (double foolscap, 16 lb).
6 $\frac{1}{4}$ " \times 3 $\frac{1}{8}$ "	Government Gardens ($\frac{1}{8}$ double foolscap brown, 28 lb)
5 $\frac{3}{8}$ " \times 2 $\frac{1}{2}$ "	Do ($\frac{1}{8}$ do do)
3 $\frac{1}{8}$ " \times 1 $\frac{5}{8}$ "	Do ($\frac{1}{8}$ do do.)
8 $\frac{7}{8}$ " \times 2"	Do ($\frac{1}{16}$ do do)
2 $\frac{3}{4}$ " \times 1 $\frac{1}{4}$ "	Do ($\frac{1}{16}$ do do)
12 $\frac{3}{8}$ " \times 7 $\frac{1}{2}$ "	Criminal Investigation Department
5 $\frac{1}{8}$ " \times 5"	Criminal Investigation Department (brown) and Private Secretary (double foolscap, 28 lb)
16 $\frac{1}{8}$ " \times 11 $\frac{1}{2}$ "	Private Secretary (English-made white cartridge)
15 $\frac{1}{2}$ " \times 9 $\frac{1}{2}$ "	Do (do)
10 $\frac{1}{2}$ " \times 4 $\frac{3}{4}$ "	Do (do)
10 $\frac{1}{4}$ " \times 7 $\frac{1}{8}$ "	Do (do)
9 $\frac{1}{2}$ " \times 4 $\frac{1}{2}$ "	Do (do)
8 $\frac{1}{4}$ " \times 5 $\frac{7}{8}$ "	Do (do)
7 $\frac{7}{8}$ " \times 5 $\frac{1}{4}$ "	Do (do)
7 $\frac{5}{8}$ " \times 5 $\frac{1}{4}$ "	Do (do)
5 $\frac{1}{2}$ " \times 5"	Do (Printing paper)

119. It is the duty of all officers to ensure that the use of unsuitable and unusually large envelopes is avoided, and that any communication other than a demi-official to a non-gazetted officer or private person shall be folded at least twice breadthwise, and the covers used for it shall not be larger than necessary to hold it when thus folded. Other envelopes are to be used as noted above. The contents of an envelope should, as far as possible, be of the same size as the cover itself

ILLUSTRATIONS.

120. *Maps, diagrams and illustrations.*—It is desirable to restrict the number of maps and diagrams as work of this nature is expensive. They are occasionally useful as graphic illustrations of interesting or important variations, and in reports of a special character, but, for ordinary reports, tables answer all purposes. Such illustrations increase the cost and may cause delay with urgent work. The text of large works containing maps and illustrations should ordinarily not be put in type till these are ready.

121. Diagrams and maps required by the Superintendent, Government Press, in connexion with the printing work executed by him for the several Government departments will be obtained from the Central Survey office, Madras. The purchase of blocks required for the illustration of publications will be arranged for by the Superintendent, Government Press, in cases where he considers that blocks are more suitable than lithographic or other methods of printing and where the Survey office cannot economically and satisfactorily prepare them. The Superintendent will decide which process of reproduction is suitable and he should be consulted before originals of any work containing a large number of illustrations or diagrams are prepared. No bills on account of blocks or illustrations will be passed by the Accountant-General for payment without the countersignature of the Superintendent, Government Press. In the absence of special orders to the contrary the cost of diagrams, maps and blocks required in connexion with the printing work executed by the Government Press will be paid for by the press. Manuscripts containing illustrations should be accompanied by a letter stating the number of copies wanted, and, when the size is not fixed, the horizontal dimension of the illustration after enlargement or reduction should be stated. The orders in paragraph 248 for printing in England apply equally to the preparation of maps, plates, etc., required for the illustration of works intended to be issued in India.

EXCEPTION.—The Criminal Investigation Department is permitted, as a special case, to make arrangements for the purchase of blocks, the printing of the blocks being done at a Government Press.

122. Original drawings which are not perfect but which might be reproduced directly by photographic, transfer, vandyke or cyanide processes will be returned to be freshly prepared or redrawn. Drawing is not done in the press, so any imperfections in the original will be reproduced.

123. The spelling of names, etc , in maps should follow the authorized system (See Part II) to agree with the text.

124. Where diagrams must be reproduced, the most economical method is to print them in a reduced form in the text. No other form is admissible for the gazettes. Separate plans and maps should, as far as possible, be reduced exactly to the size of one or two pages of the work of which they are to form part (as one or more folds in either width or length of a plan soon causes it to become torn by folding and refolding). When there are several plans both sides of the paper should be printed on. Colours should be very rarely resorted to, as each requires a separate printing which entails additional expense, delay for drying, etc. In the majority of cases printing paper and hatching should be substituted for lithographic paper and colouring. In special circumstances, however, when it is necessary to resort to more expensive paper and colours, the reasons should be stated in writing, and the Press Superintendent should refer the matter to Government if in any case he is of opinion that colour printing is not necessary and that the intention of the officer ordering the printing can be carried out in hatching.

125. The following are the reproductive methods usually available :—

(A) *Type lines and borders* for simple diagrams, especially comparative charts to illustrate graphically variations in figures. This is the cheapest and quickest method for columns drawn to scale, and corrections can be made at a trivial cost.

(B) *Hand engraving* for small drawings containing little detail and type-lettering. The copy should in such cases be drawn to scale exactly as it is to appear in print. Corrections usually involve double expense in recutting the block.

(C) *Photo-line blocks* are made on zinc by photography. This method is adopted (a) when maps or drawings are required without light and shade, (b) when the number of copies required is large, (c) when the illustration must appear in the text on ordinary paper, (d) when the drawing is too big or complicated for hand engraving, and (e) when the illustration is to be reprinted periodically without correction. Copy for such diagrams should be prepared so as to be suitable for photographing without redrawing. It should be supplied flat (i.e., unfolded and without creases), separate from the text, the lines being firmly and clearly drawn in black Indian ink (freshly and evenly rubbed down) on the glazed side of white or bluish smooth-surfaced paper or fresh tracing cloth. The lettering should be not smaller than one-eighth inch and cross hatching

proportionately open. Light effects should be produced by making the lines thinner and increasing their distance apart and not by the use of pale ink. On the other hand, intensity of shade should be shown by thicker lines rather than by their being placed close together. It should be borne in mind that *a facsimile will be produced*. The best results are obtained when the drawing has to be reduced one-third. Care should be taken to insert all reference marks and letters in the original drawings or photographs, as the only way of inserting them after a proof has been sent is to make a new block. Colours are not usually employed in this process, but the distinctions required can be shown by difference of thickness of line or hatching. The most convenient mode of indicating them is to adopt the heraldic convention. Details required to be shown in the original but not in the print may be drawn in pale blue, violet or magenta. The rules for the supply of half-tone process blocks apply to line blocks also. *Corrections cannot be done after the blocks are made*. Ordinary paper can be used for printing except for the finest line work.

(D) *Half-tone or process blocks* are used for reproductions of photographs, brush drawings, and subjects in which light and shade is shown in tones and a large number of copies are required. The screen or grain varies with the subject and the class of paper on which it is to be printed, and the cost varies with the metal used and the amount of etching required. If a photograph is to be reproduced, the negative as well as a print should, if possible, be sent. The original should possess at least that degree of perfection which is desired in the reproduction. The photograph should be a flat, unmounted and unrolled print with nothing written on front or back. Rough surface prints of all kinds must be avoided. The blocks can be printed with type. The originals must be complete as alterations in the blocks cannot be made. A coated or 'art' paper must be used for printing, and these papers are not noted for durability. The three-colour modification of this process can be used for the reproduction of coloured originals without re-drawing or painting, but unless the number of copies required is very large it is more expensive than lithography and the screen effect renders it undesirable for maps.

(E) *Lithography*.—In cases where the line method of reproduction is unsuitable, or where, owing to the small number of copies required or to the large size of the illustrations, blocks are comparatively expensive, lithography is resorted to, but it is a slow process. It is usually done by the Survey office, Chepauk, on separate plates to be inserted between the text

pages When small lithographic illustrations are to be inserted in the type page, the space that each will occupy should be marked in the manuscript to the nearest one-sixth of an inch. The incomplete pages will be printed and sent for the addition of the illustrations, so that there may be no delay As the original has usually to be redrawn on stone or transfer paper, exactness of detail is not so important as when blocks or the vandyke process is resorted to The standard symbols for topographical details should be adopted if possible Corrections can be made in the proof stage, but each alteration adds both to the time required and to the cost of the work

(F) *Photo-zincography* or helio-zincography is another lithographic method employed The drawing may be prepared as for line blocks, but to ensure sharp and clean results it should be double, or better still, four times the scale required in the printed copies Originals should be correct and complete in the first instance, corrections cannot be made without considerable expense and delay Drawings must not be coloured Pale blue ink may be used for entries not to appear in print and for lettering in the proper places when it is desired that lettering shall be typed over in the Photo-zincographic office before photography This method is useful if the work is to be printed in colours, but a separate drawing in black or blue print for the detail to appear in each colour has to be made This process gives results superior to the vandyke processes but is more expensive and slower

(G) *The vandyke* process is a similar printing method, but the drawing is transferred direct without a photographic negative The process is therefore adapted only to the reproduction of drawings to the same scale It is cheap and rapid for ordinary work, but the quality of the results depends entirely on that of the original The drawings must be smaller than 36" x 24" They must be firm and black on *thin* or semi-transparent smooth white paper or on tracing cloth Nothing should be written on the back or pasted on the front Originals should not be folded and it is important that there should be no erasures Small lettering may be entered in pencil in the proper place to be typed on later in the press, as typing is more legible Corrections cannot be made Colours can be printed, but no colour should appear on the original. A separate drawing in black of the parts required in each colour exact to size has to be made for the separate colour-printing plates.

(H) *Blue prints* are made when only a few copies are required and permanency is not of much importance The cyanide process (blue lines on white ground) in the hands of

the Indian printer gives better results on fine work than other processes involving transfers. A firm drawing that will photograph, not necessarily to the same scale, is required. The ferro process (white lines on a blue ground) is still cheaper. The drawing for this should be made to scale on bank or any other strong transparent paper.

(i) *Photogravure or heliogravure and collotype*.—Photographs required in large numbers in a superior style can be reproduced by these processes by the Surveyor-General's office, Calcutta. This monochrome process is slow and expensive, but the result is usually good. When this process is to be adopted, the original object or a good negative or print should be sent. Work done by the Survey of India is paid for on book debit, indents being sent direct countersigned by the following officers for their respective subordinates—Secretaries to Government, Board of Revenue, Superintending Engineers, and Chief Conservator of Forests. Work on behalf of Municipalities, Port Trusts and Railway Companies is done on payment.

126. With autograph and other work expense and time will be saved if the drawing is made to the required size in special ink on coated transfer paper, so that redrawing by the printer is avoided. As maps are often kept standing on the lithographic plate, it will save time if a copy is obtained of the size required from the Survey office, the necessary alterations, hatching, etc., being made thereon in red ink or coloured shading, and the copy sent to the press.

127. The practice of lithographing forms, letters, etc., for any department is prohibited, and the lithographic process is to be wholly confined to its legitimate purpose of multiplying copies of plans and maps that cannot be reproduced economically by other methods.

128. *Standard maps* are not supplied by the press. Copies of those stocked by the Survey of India Department may be obtained from the Map Record and Issue Office, Calcutta, under the conditions mentioned in paragraph 125 (i) above, and mounted copies of district maps published locally are kept in reserve at the Central Survey Office, Chepauk, and supplied free of charge when required for the public service. Unmounted copies are also available for sale. Village maps are sold at the offices of tahsildars and not at the Survey office. The price depends on the area and the number of sheets (2 annas per sheet) subject to a minimum price for each village irrespective of the number of sheets.

GAZETTES, ACTS AND BILLS

129. The "FORT ST. GEORGE GAZETTE" is issued weekly at noon on Wednesday, and bears Tuesday's date.

130. *Latest time for receipt of copy and proofs*—Notifications (accompanied by a signed order or memorandum) must reach the Superintendent, Government Press, by the time specified below and he is authorized to withhold till the next issue matter for the gazette which does not reach the press in accordance with these instructions. When the day specified or any Tuesday is a Government holiday, the preceding working day shall be taken to be due date—

PART I—Manuscripts of notifications for leave, appointments, etc., before 2 p m. on Monday and proofs to be returned to Press before 12 noon on Tuesday (Similar notifications relating to Public Works Department will, however, be accepted up to 5 p m. on Monday and no proof will be sent in respect of them.) General notifications not later than 12 noon on Saturday.

Papers received in the Government Press subsequent to the hours fixed will be inserted in the current gazette only if a gazetted officer has certified that they are extremely urgent.

PARTS I-A, I-B, II AND III AND SUPPLEMENTS—Madras Observatory and Plague statements by 4 p m. on Monday. Leave, appointments, Corporation of Madras notices, monthly season reports, and all private advertisements before 12 noon on Monday, subject to the following exceptions:—

Manuscripts of notifications for leave, appointments, etc., of I M S. officers will be accepted till 2 p m. on Monday and the proof till 12 noon on Tuesday as in the case of notifications under Part I.

All other notifications, Abkari and examination notices and results and similar notices, before 12 noon on Saturday.

Weekly season reports, 4 p m. on Tuesday.

Proofs of these parts and proofs of all supplements should be returned to Press by 5 p m. on Monday except in the case of notifications relating to I M.S. officers.

PART IV—Manuscripts of notifications, etc., before 10 a m. on Monday.

All other matter, 10 a m. on Saturday.

PROOFS of all notices, Acts, etc., not later than 5 p m. on Monday.

131. Notifications which are exceptionally long, but received within the prescribed time, may be held over by the Superintendent, he will, however, on receipt of the notification, inform the department concerned of his inability to insert it in the gazette about to issue.

132. *Gazettes Extraordinary* cannot be issued without the sanction of the Secretary to Government, Finance Department, except in the case of those containing notifications issued over the signature of the Chief Secretary or notifications issued on occasions of special importance, such as the accession or demise of a Sovereign, a declaration of war, the conclusion of a peace, the assumption of charge by a Governor or a Member of Council, the appointment of Ministers, or the arrival of officers of high rank such as a Viceroy or a Naval or Military Commander-in-Chief. Loans notifications may be reprinted on the request of the Accountant-General, and are "Republished by order of His Excellency the Governor in Council" over the signature of the Secretary to Government, Finance Department.

133. *Part I* is restricted to appointments, leave, notifications, etc., by Government and the Military and Private Secretaries to His Excellency and the list of papers placed at the disposal of the press.

Notifications by Returning Officers in connexion with Legislative Elections are published as a supplement to *Part I*.

Rulings issued by the Accountant-General under the Fundamental rules and subsidiary rules thereto and the Madras Travelling Allowance rules may be published below notifications of the Finance Department.

14 *Page 48, paragraph 134.*—For "(2) Notifications by the Registrar-General of Panchayats" read "(2) Notifications by the Inspector of Municipal Councils and Local Boards."

[G O Ms No 569, L & M, dated 24th February 1931.]

[First list]

(c) NOTIFICATIONS ON LOCAL GOVERNMENT.
lectors and Local Authorities, and notifications under the Hindu Religious Endowments Act.

NOTE—Notices of elections of chairmen and vice-chairmen of municipalities must be sent through the Collector of the district. Notices of elections of presidents and vice-presidents of taluk boards must be sent through the president of the district board.

135. *Part I-B* is restricted to notifications, notices, etc., in connexion with the Education Department, also.

(a) *District Secondary Education Board, Madras.*—Electoral rolls and notifications pertaining to the election of members.

(b) *Students' Advisory Committee.*—Standing information may be published permanently and proceedings and circulars when required.

2 Page 49, paragraph 136—Insert the following as a new paragraph—

12 Page 49, paragraph 136—Insert the following as a new sub-paragraph—

“Tender notices, in shortened form, for the supply of raw materials to the manufactory departments in Jails and Borstal schools may be published thrice in the *Fort St George Gazette*”

[G O Ms No 558, Law (General), dated 7th February 1931]

[First list

of the Local Legislature only being published in vernaculars.]

138. (a) *Notifications of dismissals of employees* should be published in the gazette only when the appointments were previously gazetted or when the public servant was dismissed for a heinous offence, but the notification should not state reasons even when a conviction is obtained. All such notifications should invariably be submitted to Government before publication when it is desired to exclude the employees from re-appointment in the public service.

(b) *Lists of casualties* among Indian troops received from the Government of India are to be published.

(c) *Treasure trove notifications* intended for publication in the *Gazette of India* should be forwarded direct to the publisher of that gazette.

139. Bills—When Bills are forwarded to this Government for publication in the gazette, whether in English alone, or in English and vernaculars, all orders relating to such publication should issue in the Law (Legislative) Department, the advice of the administrative department concerned being obtained as to the vernaculars, if any, in which also the publication should be made.

India Bills and Acts in no way affecting Madras are not republished. Other India Bills are to be republished once only. Translations of Bills affecting the Madras City only will not, without special instructions, be issued with any district gazette except Chingleput.

140. Vernacular italics—When italics or thick types are used to denote modifications made in a Bill in English, such words or sections should be printed between brackets [] in the vernacular edition, an explanatory footnote being printed on the first page.

141. Supplements —Long resolutions or notifications of the Government of India, consolidated copies of rules brought up to date, exhibition notices, etc., which need not necessarily be included in the gazette proper, are published as supplements to the different parts of the gazette

142. The electoral rolls of the constituencies of the Legislative Council, the Legislative Assembly and the Council of State should be issued as separate supplements and the price thereof should not be included in the ordinary subscription to the *Fort St. George Gazette*. The sale-proceeds should be credited to the head 'XXXIV Stationery and Printing—Provincial—Secretariat Press Receipts—(b) Sale of gazettes and other publications—Subscriptions to gazettes, etc

143. Vernacular translations of notifications in Part I are published in a supplement to that part. It is desirable, however, to exclude vernacular matter from the gazette as much as possible, and no departmental notifications will be published in diglot except when they are required by law to be published in the vernaculars, e.g., notifications of wrecks found which appear in English and vernaculars in Part II

144. Vernacular Acts —As soon as an Act of the Madras Legislature has been finally assented to, it shall be published in the gazette in English and in the vernacular languages of the parts of the Presidency affected by its provisions. The translators to Government will see that the vernacular translations of Acts are made available to the public as soon as possible after the Acts are published in English and that draft notifications for which a date is fixed are ready in time for publication in the issue following receipt of instructions

145. Republication of notices —Except when Acts or rules prescribe otherwise, the publication of a notice in more than one issue of the *Fort St. George Gazette* is ordinarily unnecessary and it can be done only when there are special reasons to the contrary. Notifications regarding sandalwood sales may however be published in three successive issues. Notifications published in a gazette extraordinary may, at the instance of the department concerned, be republished in the next ordinary gazette.

146. Republication of Government of India papers —When the Government of India have published a resolution, letter or other communication in the *Gazette of India*, it may be reproduced in the Local Government Gazette over the name of the Secretary or the Deputy Secretary to Government

as the case may be in the department which orders its republication, but no other communications from the Government of India should be republished in the gazette, either in their actual form or in abstract, without the previous sanction of the Governor-General in Council. A resolution or notification republished by one department in the local Gazette should not be published again for another department.

147. Errata —Where typographical or other errors in any notification, etc., already published in the gazette have to be corrected, such corrections should be made formally by a notification issued over the signature of the officer above whose signature the original notification issued. Corrections should on no account be made by issuing substituted pages of the gazette.

148. Gazette manuscripts —Heads of departments, in submitting to Government proposals which involve gazette notifications relating to such events as appointments, transfers, leave, investiture of powers, etc., shall enter in the draft notification the full name of the individual concerned spelt in accordance with the authorized system. These should not be written in tabular form. All draft notifications, other than those relating to land acquisition, shall be submitted to Government in duplicate and the number, if any, of spare copies required after publication should be stated thereon.

149. Spare copies of Gazette notices are supplied by the press if the order is given at the time the notice is sent for publication. These additional copies are treated as jobwork, and ordinary printing paper is supplied by the press, if this is not suitable, the press must be furnished with the paper when the manuscript is sent. Such supplies cannot, however, be made to local bodies even on payment. For the supply of copies of the gazette see paragraph 218.

150. Advance proofs —Advance proofs of Parts I, I-A and I-B, after they have been finally passed by the Secretariats, may be supplied free to the Editors of the *Madras Mail*, *Hindu*, *Swadesamitran*, *Andhra Patrika*, and *Justice* every Tuesday morning if they send for them. Similar proofs are supplied to others on payment in advance of an annual subscription of Rs. 10 for delivery at the press, or Rs. 12-8-0 if sent by post.

151. Official and free advertisements —All notices and advertisements relating to the public service received from officers of the Madras Government, except those relating to Government commercial departments and undertakings and the Cauvery-Mettur Project, and such of the notifications from Central officers, other Provincial Governments and Administra-

tions in India and Indian States as are either required by law to be published in the gazette or intended for general information (such as appointments, leave, transfer and dismissals of officers) are published free of charge. They should appear in one issue only of the *Fort St George Gazette* unless there is a statutory provision to the contrary. Tenders for the supply of articles called for by Central officers should be charged at private advertisement rates. In case of doubt whether a notification should be published free or charged for, the orders of Government should be obtained. Unnecessary detail, such as repeating the form of contracts or agreements in full and office instructions should be avoided.

22 Page 52, paragraph 152 — Insert the following between the words 'Councils' and 'and' in the fourth item under this paragraph —

“ and district boards ”

[G O No 593, Finance, dated 15th August 1924]

[First list]

Presidents of Taluk Boards

Notice regarding the Tagore Law Professorship
Advertisements sent by the Public Service Commission,
— India, New Delhi

Electoral rolls and notifications pertaining to the election of members to District Secondary Education Boards

153. Notices, etc, for the following offices are also published, setting and printing only being charged —

Administrator-General (schedules only)

Official Assignee

Postmaster-General

Superintendent of Telegraphs

154. Notices for the following offices will be published at the actual cost of printing plus 25 per cent —

Bengal Council of Medical Registration and the State Medical Faculty

Andhra University

Annamalai University

University of Madras

Corporation of Madras

Madras Port Trust

Port Funds

Hindu Religious Endowments Board

Receiver of Wrecks

High Court (Apprentices Examination)

155. Advertisements inserted on payment—Notices regarding loss of currency or promissory notes, or other property, or of official receipts given by the Public Debt office in acknowledgment of Government promissory notes or other Government securities and similar notices which are sent for publication by Magistrates or Police officers, but which are published in the interests of private persons, as also advertisements sent by officers of the Central Government for publication in Part II of the Gazette are charged for at private rates (vide paragraph 176) The charge for three insertions in the *Port St George Gazette* of a notice regarding the loss or destruction of bearer bonds or Government promissory notes will be limited to 5 per cent of the value of the security lost in cases in which 5 per cent of the value is less than the schedule charge

19 Page 53, paragraph 156 —Add the following to the sixth item
“ Change of name ” —

“ including that of an institution, company or firm ”

[Government Memorandum No 16306 I, Finance (Pension), dated 26th May 1931
and G O No 690, Public, dated 15th September 1905]

[First list]

Admission to partnership

Application for letters of administration

Appointment of liquidators

Authorization to sign the name of a firm or company

Balance sheets of Life Assurance Companies and Security
Life offices.

Change of name

Changes in the staff of the Imperial Bank

Closing of the Imperial Bank on holidays

Closing of the account of estates of deceased persons

Dissolution of partnership

Enrolment in the High Court

General meetings of companies or societies

Notice of original miscellaneous petitions filed in district
courts for the grant of letters of administration with
probate of wills.

Notice of payment of dividend of the bank.

Notices inviting claimants to estate of deceased persons.

Notices of leave, vacancies, etc , by municipalities and
local boards.

Notices of the Anglo-Indian Association after approval by the Director of Public Instruction.

Notices of the Monegar Choultry

Notices under the Insolvency Act received from private parties.

Recovery of sums due under a suit

Statement of money received and expended on account of the Memorial Hall, Madras

Winding up of a company or fund

157. When private advertisements tendered for publication in the gazettes do not fall under any of the abovementioned heads, and the Superintendent is doubtful as to the propriety of their publication, he should refer the matter for the orders of Government

158. *Insolvency notices* —Notices under sections 30 and 37 (2) of the Provincial Insolvency Act, 1920 (V of 1920), received through a Government official will be published in one issue only at the actual cost of printing, while those under section 64 of the Act will be charged for at the actual cost plus 25 per cent—

(1) *Section 30* —Notice of an order of adjudication stating name, address and description of the insolvent, date of adjudication, period within which the debtor shall apply for discharge and the Court by which adjudication is made

(2) *Section 37 (2)* —Order annulling an adjudication

(3) *Section 64* —Notice to creditors to prove their claims before final dividend

159. All the abovementioned notices under the Act, if received direct from private parties, as well as the following are charged for at private advertisement rates .—

(1) *Section 19 (2)*.—Fixing the date of hearing ,

(2) *Section 38 (1)*.—Notice of debtor's proposal for composition and scheme of arrangement; and

(3) *Section 41 (1)*.—Application for order of discharge

DISTRICT GAZETTES.

160. A monthly official gazette is published in all districts in two or more editions, one in English and the other in the vernacular or vernaculars of the district, on the following dates.—

District	Latest date of receipt of manuscript by Treasury Deputy Collector *	Latest date of receipt of manuscript in press *	Date of publication †	Press at which printed.
Anantapur	28th	30th	6th	Mint Buildings, Madras.
Bellary	10th	12th	17th	Do
Chingleput	25th	27th	1st	Mount Road, Madras.
Chittoor	7th	8th	13th	Mint Buildings, Madras
Coimbatore	15th (22nd if urgent)	22nd	1st	Coimbatore Jail
Cuddapah	20th	22nd	27th	Mint Buildings, Madras
Ganjam	23rd	23rd	1st	District Press (temporary)
Godavari, East	15th	16th	21st	Mint Buildings, Madras
Do West	30th	2nd	7th	Do
Guntur	10th	14th	17th	Do
Kistna	2nd	4th	4th	Do
Kurnool	26th	28th	3rd	Do
Madura	30th	2nd	7th	Mount Road, Madras
Malabar	23rd	25th	1st	Cannanore Jail
Mettur	13th	14th	19th	Mint Buildings, Madras
Nellore	14th	25th	1st	Do
Nulgiris, The	25th	26th	1st	Ootacamund Branch
North Arcot	23rd	24th	1st	Vellore Jail
Ramnad	15th	17th	21st	Mount Road, Madras
Salem	9th	11th	15th	Do
South Arcot	19th	21st	25th	Do
South Kanara	17th	19th	24th	Mint Buildings, Madras.
Tanjore	6th	7th	12th	Mount Road, Madras
Tinnevely	29th	1st	5th	Do
Trichinopoly	8th	9th	13th	Do
Visagapatnam	4th	6th	11th	Mint Buildings, Madras

* Or if the date falls on a Sunday or a gazetted holiday on the previous working day

† Or if the date falls on a Sunday or a gazetted holiday on the next working day The penultimate Saturday is not deemed to be a holiday as far as the issue of the gazette is concerned

(1) The gazette should be prefaced by a carefully prepared table of contents, giving concisely the purport of each notice or article. It should ordinarily contain the following statements monthly—(1) cultivation and rainfall, (2) price list, and (3) stocks of agricultural implements in Government depots and their prices, annually—(1) vaccination statements, (2) returns of births and deaths, and (3) statement showing the working of hospitals and dispensaries. The gazette should also contain all orders of a general nature; notices of appointments, promotions, leave of absence, deaths, resignations, etc., among the district servants, subject to the

exceptions mentioned in paragraph 167 (v), abridgments or brief notices of orders of Government or Acts of the Legislatures and other matters concerning officials or the public at large, such as rolls of unclaimed sums in regimental cash chests; sales of land, sale notices, etc., all circulars issued by the local authorities when of the nature of standing orders, circular orders of the Board of Revenue and of the High Court, matters relating to the administration of excise revenue, changes in postal rules, the progress of railway and other public works, lists of maps of villages and taluks in the district available for sale at the Survey office, the proceedings connected with local exhibitions, advertisements inviting tenders for contracts, notices of the date of preliminary and other hearings in the civil courts. The places where the Collector will hold his cutcherry during the ensuing month and similar items of intelligence should also be notified. Advertisements may be inserted subject to the provisions of paragraphs 155, 156, and 176. Editorial articles, mere news or correspondence on any subjects and comments on the proceedings of the courts or cutcherries have no place in an official gazette.

(ii) The Collector while at headquarters, and in his absence the officer in charge, will be held responsible for all that appears in the district gazette. Everything in the gazette should generally be in two languages, and the land acquisition notices always, but when the officer forwarding a notice is of opinion that its publication in one language is sufficient no translation should be printed, unless the Collector considers it desirable to publish an abstract in English or the vernacular as the case may be, the abstract is then prepared in the Collector's office. It is the duty of the Treasury Deputy Collector to scrutinize both the matter and form of the district gazette to see that it is correct and useful, and that when the work is done at a jail or district press wasteful and extravagant methods of printing are avoided. All matter is to be sent to the press through him and not direct.

161. Maritime districts—Notifications ordered for such districts will be issued only for Chingleput, Ganjam, Godavari East, Godavari West, Guntur, Kistna, Malabar, Nellore, Ramnad, South Arcot, South Kanara, Tanjore, Tinnevely and Vizagapatam.

162. Supplements to the district gazette should be avoided as far as possible, but the following may be published when necessary, both in English and in vernacular, with the exceptions noted. Notifications, etc., appearing in the general

gazette or in any supplement are not to be republished in any other part of the district gazette.

Co-operative supplement

Forest supplement containing notifications concerning the management of forest and abstracts of important orders and communications of general interest

Excise supplement

Village supplement containing notifications relating to the village panchayats constituted under Madras Act XV of 1920 in the vernacular of the district concerned

Police supplement (one only) A and B lists, descriptive roll of K Ds, and rewards statements to be in non-tabular form

Voters' lists for Local Boards (final), vernacular only, non-tabular A list of changes in the final register of the previous year to be issued in the gazette instead of a complete preliminary roll

Proceedings of Local Fund Boards and Municipal Councils in the compressed form prescribed in G O No 843 M, dated 27th April 1914, and of Port or Conservancy Boards printed in separate supplements at the expense of the local body concerned may be circulated with the corresponding edition of the district gazette free of cost They must bear the same date as the gazette with which they are circulated If the proceedings are printed in diglot they will issue only with the vernacular edition Cyclo-styled copies of proceedings are not accepted for circulation with the district gazettes This does not authorize the circulation of separate notices or handbills of local bodies or port authorities about other matters, such as advertisements for tenders, tolls, etc, with the gazette They are charged for as advertisements

Fort St George Gazette General Extract supplement, both in English and in vernacular

Village supplement of *Fort St George Gazette* extracts, including plague notices (vernacular only)

Bills of the Government of Madras (vernacular only)

Acts of the Government of Madras (English and vernacular)

Administration Reports of District Boards and Municipal Councils

Re-settlement Scheme Reports, with Appendices in diglot in both editions.

Index of gazette contents annually at beginning of year—to be prepared by the press clerk of the district

is ready during the month. Notices that do not reach the press by the dates specified in paragraph 160 and lengthy notices for which insufficient time has been allowed will ordinarily be held over until the following month. When notifications of exceptional urgency are received late and published as a special case, they may be inserted at the end and not in classified order.

(i) Printed copies of notices, postings, etc., required for office use must be ordered when the original manuscript is sent. They will be supplied by the press to the Treasury Deputy Collector for all offices. As type is not kept standing after the issue of the gazette, copies ordered subsequently cannot be supplied.

(ii) The manuscript of notices sent to the press must be written clearly and the part of the gazette or supplement in which they are to be published should be stated thereon. If notices are cyclostyled or typed, good first impressions should be sent. The transliteration, spelling, etc., given in Part II of this Manual should be followed strictly.

(iii) Translations must be on separate sheets of paper for each language. Interlineal diglot manuscripts will be published only in the vernacular.

(iv) Notices should be complete for each language in order that a reader who knows only one can read the whole of the notice. Manuscripts incomplete in this respect (e.g., when an English notice relating to a sale appears with only a Telugu list of items to be sold and is unintelligible to any one not reading both languages) will be returned unpublished.

(v) The matter appearing in the gazettes should be compressed as far as possible. Notices of the following nature are not to be published, except as noted —

Orders on budget estimates of local bodies.

Monthly or annual calendars.

Lists of pensioners.

Press notices more often than once a year.

Specimen agreement or application forms.

Vaccination tours and jamabandi programmes in tabular form—the non-tabular form may be published.

Vaccination tours only in Village Sheets.

Repetition of the same matter in different supplements or parts in the same issue or in a number of successive issues.

Appointment, leave, etc , of officers below the rank of Deputy Tahsildars in the Revenue department, of subordinates in the Forest department, and of officers in other departments of a lower rank than those notified in the *Fort St George Gazette*, unless their dealings with the general public are such as to require publicity to be given to any changes in officers, or are required by law

Appointments, leave, etc , of officers employed under local bodies drawing less than Rs 125 per mensem

Modified and corrected editions of Acts reprinted only for sale

Notices about destruction of documents filed in cases under Criminal Rules of Practice No 135 (7) may be published in January of each year, but this does not apply to papers like casual leave registers, chalans, etc.

Notifications and appointments which have no special relation to the district, such as those of members of councils, inspectors of schools, etc

Maximum and minimum stocks kept in toddy, etc , shops

Names of persons debarred from bidding at abkari sales

Orders requiring arrack depot-keepers to seal supplies

Delegation of powers for issue of special permits

Conditions of licences in more than one issue Section 69 of Abkari Act for two issues applies only to notifications under the Act

Forest statements of receipts and expenditure

Registration documents unclaimed—in the language of the document only

3 Page 60, paragraph 168 —Insert the words “in the approved form” between the words ‘gazette’ and ‘in’ in the eighth line of this paragraph

[G O Ms No 2585, P H , dated 16th October 1930]

[First list]

published in the district gazette in one issue only

Notices of inquiry as to separate assessment under section 2 of Act I of 1896 are to be published in three successive issues

Treasure Trove notifications—four issues

169. *Notices published in two or more gazettes* —No district or jail press is to set in type matter which has to appear in printed form elsewhere Heads of departments, when

submitting or issuing notifications which require publication in one or more district gazettes as well as in the *Fort St. George Gazette*, will be careful to instruct the Superintendent, Government Press, regarding the districts in which publication is required and avoid the expense of re-setting. The Central Press will prepare a monthly General Extract Supplement of such papers for circulation with the gazette of the districts. The Treasury Deputy Collectors of all districts should also send to the Government Press, Mint Buildings, weekly statements in the following form, specifying the notifications or matter appearing in the *Fort St. George Gazette* which they require to be republished in the gazettes of their districts but which has not been ordered by the department concerned.—

Serial No	Date of the <i>Fort St George Gazette</i>	Part	Page	Notification number	Subject

Such requisitions should reach the Government Press at least five days before the issue of the district gazette or they will be held over until the following month

(1) In the case of notices that are to appear in the gazettes of two or more districts but not in the *Fort St George Gazette*, the department requiring the publication should inform the Superintendent, Government Press, on the manuscript forwarded to the Collector in order that copies of the notification may be printed in one press only and supplied to the other presses when it is considered economical

170. *Translations* of all rules and notifications, lists of plague-infected areas, etc., which apply to several districts, also of the Board's Standing Orders affecting the public, will be made by the Translators to Government when requested, and copies will be included in the monthly supplement by the Madras press for issue with the vernacular editions of the several district gazettes. Notices applying to one district only, such as those for land acquisition, should be translated locally. Translations of draft notifications should be published expeditiously to ensure publication before the dates prescribed for receiving objections.

171. Languages of districts—In the absence of special instructions, publication of notices and the supply of forms in the several vernaculars is restricted to the following districts :—

- (a) *Tamil*.—Chingleput, Coimbatore, Madras (*Fort St George Gazette*), Madura, North Arcot, Ramnad, Salem, South Arcot, Tanjore, The Nilgiris, Tinnevely and Trichinopoly
- (b) *Telugu*.—Anantapur, Bellary, Chittoor, Cuddapah, Ganjam, Godavari East, Godavari West, Guntur, Kistna, Kurnool, Nellore, and Vizagapatam. For Registration notices and forms Telugu is also deemed to be commonly used in parts of Chingleput, Madras, North Arcot and Salem
- (c) *Kanarese*—Bellary and South Kanara, and for Registration purposes also parts of Coimbatore, Salem and the The Nilgiris
- (d) *Malayalam*—Malabar, and for Registration purposes Anjengo and parts of South Kanara and The Nilgiris
- (e) *Hindustani*—Madras Translations are not sent to any other district unless specially requested For Registration purposes also parts of Chingleput, Chittoor, Kistna, Kurnool, Madura, Malabar, North Arcot, The Nilgiris and Trichinopoly
- (f) *Oriya*—Ganjam and Vizagapatam

18 Page 62, paragraph 172—Delete item (a) and re-number (b) to (e) as (a) to (d)

[G O Ms No 593, Finance, dated 15th August 1924]

[First List]

(b) Minutes of proceedings and annual reports of District Educational Councils on the condition of elementary education together with the Reviews of the Director of Public Instruction thereon in English and in the vernacular of the district concerned.

(c) List of backward classes for elementary schools received from the District Educational Councils through the Director of Public Instruction should be published in the

gazette of the district concerned once in six years, the amendments to the list being alone notified from time to time during the interval.

(d) The notification referred to in rule 15 of the rules framed under the Madras Village Panchayat Act, 1920, and issued under G O No 395, L. & M, dated 28th February 1922, as well as the rulings issued by the Accountant-General under the Fundamental Rules and the subsidiary rules thereto and the Madras Travelling Allowance rules

(e) Electoral rolls and notifications pertaining to the election of members to District Secondary Education Boards

173. Distribution of the District Gazette—A copy of every issue of each district gazette issued and all supplements thereto, but excluding papers which are supplied from the Government Press for publication with the district gazette, such as copies (generally vernacular) of Bills before the Legislative Council, Acts, etc, and papers with which the Board has no concern, such as proceedings of Local and Municipal bodies, Local and Municipal reports and Government orders thereon, should be submitted on the date of publication to the Board of Revenue and in the case of those not printed at Madras to the Superintendent, Government Press. They are supplied gratis to all officers specified in the lists given in Appendix K, care being taken to supply only editions in the language used for reference by the officers to whom they are sent. Collectors may authorize the supply of more than one copy or a copy in more than one language to each of such officers, and copies to other officers of Provincial departments of similar standing not provided for in the lists when such officers are serving in their districts. The free distribution of the gazette and its component parts should be restricted as much as possible.

(1) The presses mentioned in paragraph 6 are merely printing agencies. The Treasury Deputy Collector's office will receive subscriptions for district gazettes, sell spare copies and recover the cost of chargeable advertisements, etc, from private parties and local and other authorities, an abstract of such receipts being sent to the Superintendent, Government Press, quarterly. It will also maintain the distribution lists, official and private, prepare and address the wrappers, and arrange for the posting and local distribution of copies by hand.

174. Subscriptions, etc —The monthly issues of the district gazettes may be supplied on payment of the following subscriptions —

	PER ANNUM		
	RS	A	P
Full Gazette, English edition only	2	0	0
„ Vernacular editions, each language separately, except for Bellary—Kanarese	1	8	0
„ Kanarese edition in Bellary	0	6	0
Village Supplement or other Supplements, English, each	0	8	0
Village Supplement or other Supplements, vernacular, each Supplement in one language	0	6	0

Subscriptions should be paid quarterly in advance, either by cash, money order or treasury chalan, to the Treasury Deputy Collector to the credit of “XXXIV—Stationery and Printing—Provincial—b Sale of gazettes and other publications”—[Secretariat presses, Collectorate Press, Chatrapur, or Jail Presses as the case may be], and not to the Government Press, Madras, no subscriptions for less than a quarter will be received. Subscribers to the full gazette receive all supplements in the languages subscribed for, including the proceedings of local bodies printed at private presses

(i) Single copies of the full gazette or of ordinary district supplements may also be sold separately at the rate of 6 pies per sheet of four pages or fraction thereof for English copies, 4 pies per sheet for vernacular copies, and 3 pies per sheet for Acts and Bills whether in English or vernacular excluding postage in each case, but Acts, Bills, Local Board supplements or special or occasional supplements will not usually be available for supply with sale copies of the gazette. Separate spare copies of supplements or proceedings of local and other bodies must be obtained from the office of the authorities concerned

(ii) Copies of electoral rolls of the constituencies of the Legislative Council, the Legislative Assembly and the Council of State may be sold to the public at the prices fixed by Government, and are not included in subscription rates.

175. Official advertisements —In regard to notices, advertisements, proceedings, and reports and all matter relating to local bodies or the Hindu Religious Endowments Board which

under any Act or rule have to be published in the district gazette, no charge will be made for circulation with the ordinary issue of the district gazette and the option is given of getting them printed either at the Government Press or in any private press provided the paper used is of the same size and of about the same quality as that of the gazette concerned. When these bodies prefer to get the printing done in the Government Press actual cost plus 25 per cent will be charged. If a gazette extraordinary has to be issued the cost of packing and postage will be recovered. Matter thus circulated for local bodies will form the Local and Municipal section of the district gazette.

ADVERTISEMENTS IN GOVERNMENT PUBLICATIONS

176. *Private advertisements* published on payment in the Fort St. George and District Gazettes (vide paragraphs 155 and 156) should appear under a distinct heading at the end of the main gazette, English or vernacular, and will be charged as follows —

For a line of average number of words in—

	Single column printing in foolscap folio			Double column printing in foolscap folio		
	RS	A	P	RS	A	P
First insertion	0	12	0	0	6	0
Second insertion	0	10	0	0	5	0
Third insertion	0	8	0	0	4	0
For every subsequent insertion	0	6	0	0	3	0

Tabular matter to be charged at double the rates for the same number of words. Payment should be made in advance.

(i) For the purpose of charging advertisements in advance before they are put in type, the average number of words equivalent to a line in English and vernacular are given below, no matter how many lines the advertisement occupies in print. Any excess over a multiple of these numbers to be charged as a full line. Each group of initials or figures to be counted as a word.

	Single column printing	Double column printing
English .. .	11	6
Tamil, Telugu and Kanarese .	8	4
Malayalam	7	4
Oriya	9	5
P.M. 5.		

(ii) The Superintendent is authorized to admit to the Indian Law Reports any class of advertisements except those relating to patent medicines

(iii) Advertisements are also accepted for publication on the wrapper of the Madras Quarterly Civil List

THE POLICE GAZETTE

177. This is published weekly on Saturdays in two parts. The first part is devoted to departmental orders, and the second to appointments, promotions and reversions, rewards, leave, etc., of officers both superior and subordinate. Extracts from the Indian Law Reports are sometimes published separately in a supplement. Only notices received through the Inspector-General of Police are inserted. Copies are not supplied by the press.

178. *Private notices* in the *Police Gazette* are charged for except in the following cases —(1) Notice of property lost in criminal cases, (2) notice of disappearance of persons where there is ground to suspect foul play, (3) notice of the loss or recovery of arms and ammunition. In cases of doubt, reference should be made to the Inspector-General of Police who will decide whether any recovery should be made. The cost of advertising such private notices is recovered by the Inspector-General of Police and credited to “XXXIV Stationery and Printing—Provincial—Other Press Receipts—Secretariat Presses”.

THE REGISTRATION GAZETTE

179. (i) *The Registration Gazette*, issued on the second Saturday of every month, includes notifications regarding limits of districts and sub-districts and transfers of villages, Registration rules and table of fees, notifications under the stamp Act, extracts from the *Fort St George Gazette* relating to the appointments of Sub-Registrars as Special Magistrates, appointments, postings and leave of Sub-Registrars, District Registrars' orders regarding leave to Sub-Registrars and acting appointments, the first general notification regarding holidays under the Negotiable Instruments Act relating to a year and special notifications announcing holidays not included in the general notification, orders of general application to the department, extracts from Law Reports and copies of judgments containing rulings bearing on Registration and Stamp Laws, and rulings of the Accountant-General. No private advertisements are inserted. All manuscripts are due in the press not

later than the evening of the Wednesday preceding the issue and any received later is withheld till the following issue. If a press holiday should occur between Wednesday and Friday in the week of publication all fresh matter should be sent to the press by Tuesday evening. Copies are distributed by the Inspector-General.

(11) Notifications in the *Fort St George Gazette* under the Indian Companies Act, the Provident Insurance Societies Act and the Life Assurance Companies Act, and departmental orders relating to these Acts, and any other matters with which the District Registrars alone are concerned, will be published on a separate supplemental sheet headed "Supplement to the Registration Gazette" under the signature of the Inspector-General of Registration and distributed to District Registrars only.

BOOKBINDING

180. *Classes of work* —The work which may ordinarily be bound at Government expense, except for Secretariat offices, is divided into three classes —

(a) *Publications, reports, manuals, etc*, printed at the Government Press and issued bound in a style suitable for the purpose for which they are intended, they are not to be rebound in a different or more expensive style in any press, library or office without the sanction of Government.

(b) *Standard forms* which are prescribed for use as registers, etc, and blank books for permanent records can be obtained in book form on indent through the Stationery office. No forms should be returned to the Government Press or sent to district presses, jails or private firms to be bound.

(c) *Periodical publications, orders or papers* which it is necessary to preserve for permanent reference and those included in the list in Appendix F any addition to this appendix requires the sanction of Government.

181. The binding at Government expense of other classes of papers or documents such as those mentioned below is prohibited, files of correspondence, manuscript inspection notes, circulars and orders, petition, disposal, attendance and absentee lists, taluk records, April returns, price lists, manuscript indexes, etc. Should it be necessary to preserve in handy form these papers or standard forms supplied in sheets, such as acquittance rolls after they have been filled up, they should be stitched in strong wrappers in the office concerned or enclosed in hinged file boards or filing slips.

182. *Indenting officers* — Heads of departments and officers mentioned in Appendix A are authorized to order binding subject to these rules. Any addition to the list requires the sanction of Government.

183. In cases where a special staff for binding and the supply of materials are not sanctioned, libraries of Government educational institutions should ordinarily entrust their binding work to the cheapest private agency in the locality concerned, with due regard to reliability and efficiency, subject to the verification of the charges by the Superintendent, Government Press, Madras, unless the Government presses or the jails mentioned in paragraph 185 require the work to be sent to them at any time. The Connemara Public Library, the Government Oriental Manuscripts Library and the High Court may, subject to the same conditions, entrust their binding work to private agency or to the Government Press, Madras, as is convenient to them.

184. *Registration records*, such as registers and original and duplicate indexes, thumb impression and settlement registers (but not other forms, manuals or correspondence) may be bound and repaired in the offices concerned on contract subject to the prescribed style, and usual check of charges by the Superintendent, Government Press.

185. (i) Binding work of the classes authorized for all offices in the following districts should be sent to the local jails :—

Bellary.	North Arcot (Vellore)
Chittoor (Vellore Jail)	Salem
Coimbatore.	South Arcot (Cuddalore)
Godavari (Rajahmundry)	Tanjore
Ganjam (Berhampur)	Tinnevely (Palamcottah).
Madura.	Trichinopoly.
Malabar (Cannanore).	Vizagapatam.

In the Nilgiris such work should be sent to the Ootacamund Branch Press and in Chingleput to the Mount Road Branch. In all other districts, the binding work should be sent to the Government Press, Madras, or, if they can undertake the work, to jails, or in the last resort entrusted to private agencies. Professional bookbinders should not be employed in Collectors' offices, nor shall any muchis or menial be employed exclusively on binding work.

(ii) Rough-binding or stitching of files and records should be carried out by muchis or attenders attached to the office concerned.

(iii) When records are destroyed, the boards rejected and not required for filing should be sent to the nearest press or office authorized to do binding work to be utilized again.

186. Binding materials for offices allowed to bind their own books and for stitching rough records in other offices are supplied by the Stationery office with the annual indents for stationery, etc., and should not be purchased locally.

187. Style of binding—The nature of the binding is left to the discretion of the Superintendent, Government Press. He may, however, consult, as far as practicable, the wishes of the officers concerned, having regard to the locality, the nature of the papers and the purposes for which they are required. In cases of those offices for which binding by private agency is allowed, heads of offices are not to permit extravagance in the style of binding and in the number of papers bound. Gilt lettering should not be adopted for bound forms, manuscripts, etc. It may be used for manuals, etc., issued by the press, for library works, and for Government orders and other permanent printed papers for the Secretariat and the Board's office and for the Secretary of State. Paper labels may be printed at the time when books of other descriptions are bound, but not for stitched office files of forms, correspondence, etc. In other cases the restriction as to printing of less than fifty copies applies equally to labels for books. District and jail presses cannot undertake gilt lettering, nor can other jails print paper labels.

188. Colours of binding.—The following colours are to be used for the wrappers and binding of publications of the different departments so that they may be readily distinguished on book shelves.—

Departments.	Colours
Board of Revenue (L R & Sett)	Green paper and cloth
Do (Separate Revenue)	Do
Chief Conservator of Forests	Do
Commissioner of Excise	Do
Court of Wards	Do
Development	Do
Finance	Mottled grey paper and grey cloth.
Do (Pension)	Yellow paper and cloth
Do (Marine)	Pink paper and brown cloth
Do (Ecclesiastical)	Brick red paper and brown cloth
Law (Education)	Red paper and light red cloth.
Do. (Registration)	Yellow paper and cloth
Do (General)	Salmon paper and brown cloth.
Do (Legislative)	Salmon paper and black cloth
Local Self Government (L. & M.)	Brick red paper and dark red cloth.
Local Self Government (Public Health).	Brick red paper and black cloth.
Public	Orange paper and cloth.

Departments	Colours.
Public (Political)	Blue paper and purple cloth
Do (Police)	Yellow paper and cloth
Public Works and Labour	Mottled grey paper and dark blue cloth
Revenue	Green paper and cloth.

189. *Indents for binding* must be signed by the head of the office, or in the case of routine work for subordinate offices a copy of the order of the head of the department sanctioning the binding should be attached. Orders for printed forms should specify the number of leaves required per book. Printed journals and periodicals, the binding of which has been sanctioned, should be carefully examined and arranged before despatch to the press, and no volume of gazettes, etc., that is incomplete should be forwarded unless Government has ordered the supply of the missing parts by the press. In the latter case a copy of the Government order should be sent. The books should bear the office name or stamp for purposes of identification. If the books are to be bound to match a particular style, a specimen copy should be sent. Consignments must be prepaid. A duplicate list of the papers should be sent, one copy of which will be signed and returned to the indenting officer.

190. Copies of notes and diagrams or separate parts of a paper should not be returned to the press merely to be stitched or pasted together, nor should work be sent merely to be stitched in paper covers.

191. *Rates of binding* —The rates paid to private persons for binding, including the supply of all materials, should not exceed those specified in Appendix J, the decision of the Superintendent, Government Press, being accepted in all cases of dispute.

MISCELLANEOUS SUPPLIES

192. *Letter flags.*—Flags are treated as forms and are supplied by the press on consolidated annual indents with forms through the Superintendent of Stationery. Heads of departments may not indent for flags for subordinates not in the sanctioned list and are desired to see that unnecessary destruction is avoided.

193. *Trays, cases and racks* for forms, stationery cards, etc., are not supplied by the press; they should be made of wood or tin and treated as office furniture.

194. *Flat-file cases, hinged file boards, file books, filing slips and blank books*, though manufactured in the press, are supplied by the Superintendent of Stationery on indent. The

printing or pasting of names of offices on flat-file cases or boards is prohibited. Two kinds of boards are supplied to all offices, *buff* for ordinary and office, *pink* for urgent. In regard to file boards for "immediate" cases urgent file boards should be used with "special" blue labels fastened to flaps.

195. Flat-file cases are not supplied annually and they are not to be used for maintenance of records or for despatch of papers nor are they to be made in offices out of strawboards. All ordinary repairs should be arranged for locally, but in the case of offices in Madras flat-file cases which are past repair by office servants should be sent to the Superintendent of Stationery for renewal or (if he so directs) to the press for repair. Worn-out cases may be destroyed by the Superintendent, Government Press, when beyond economical repair.

196. Blank books are not to be used for purposes for which forms are supplied.

197. *Tear-off blocks* made in the press are supplied by the Stationery office in blocks of 100 each in the following sizes to certain officers.—Foolscap long quarto $13\frac{1}{2}'' \times 4\frac{1}{4}''$, foolscap octavo $6\frac{3}{4}'' \times 4\frac{1}{4}''$, and $10\frac{1}{2}'' \times 4''$ white or pink paper 'urgent,' special to the Military Secretary to His Excellency the Governor.

SUPPLY OF PUBLICATIONS, BOOKS AND MANUALS

198. *Prices.*—All publications intended for sale whether printed at a Government or private press should have the selling price printed on the cover, half-title or title page, and the names and addresses of the agents for sale of Government publications should be printed on the back of the half-title if there is one or on any other spare page. Other non-confidential publications should have the words "For official use only" or "Gratis" printed on wrapper or title. The price is calculated to the nearest suitable even figure by dividing the press cost by the full number of copies printed and adding a percentage to cover the commission paid to selling agents. When other expenses in addition to the ordinary charges of administration have been incurred or when it is required that literary works should be charged at ordinary publisher's rates, the previous orders of Government should be taken before fixing the price. In other cases, the instructions of the office concerned should be taken before placing books on sale.

199. The sale price and the number of copies to be printed of all Central Department publications printed at the Government Press will be fixed by the Manager, Government of India Central Publication Branch, Calcutta. For this purpose the

press will, as soon as a publication is ready for printing, inform the branch of

- (a) the cost incurred,
- (b) an estimate of all further costs including paper, binding materials, blocks, plates, etc.

The sale of any publication at a price lower than the prescribed rates is prohibited without special sanction of the Manager, Government of India Central Publication Branch, Calcutta, and such sanction will in no case be given unless it is applied for and full reasons given for departure from the rules when the original requisition is submitted. One first proof copy of every publication will be sent as soon as ready to the Central Publication Branch by the press.

200. The selling prices of Government orders and smaller reports are at the rate of 1 anna per 8 pages or fraction thereof and 6 pies for every diagram, with a total charge in whole annas, but such prices are not printed on the copies. Technical circulars of the Chief Engineer not exceeding 30 pages will be priced at one rupee per copy for supply to private parties and non-Government bodies.

9 Page 72, paragraph 201.—Insert the following as a third item under "Exceptions" —

"List of fares and distances should be sold at 2 annas a copy or each language"

Section 33 (2) of the Madras Hackney Carriage Act, 1911, Madras Act V of 1911]
[First list]

of 12 annas each, college library catalogues costing up to two rupees, 6 annas each, and those costing more than that sum, 8 annas each, but to students, the calendars of the Kumbakonam College may be sold at 2 annas a copy and those of other colleges and school library catalogues at 4 annas each. Copies of the Forest College Calendar will be stocked and sold to the public by the Principal, Forest College, Coimbatore, and not at the Government Press.

202. *Report of issue of publications* — When any new non-confidential publication not in either of the three standard lists (see paragraph 203) is about to issue, the Superintendent in the case of works done at the Government Press or the head of the department concerned in the case of publications printed at a private, district or jail press, will report the fact a fortnight before such issue to the administrative department of the Secretariat, which will consider whether copies shall be for-

warded to the India Office and the British Museum, and intimate the decision to the Superintendent or the head of the department as the case may be. In the case of publications printed for Central and Military departments the usual intimation need not be sent by the press.

203. *Recurring and periodical publications.*—The standard lists include three classes (a) publications which are invariably sent, (b) ephemeral publications which as a rule are not sent; and (c) unimportant publications which need not be sent. Correction slips shall be treated in the same way as the original publications to which they relate without reference, and their issue need not be intimated. No intimation is required for publications in these lists, but officers having work done at any press other than the Government Press, are responsible that advance and ordinary copies are sent to the Superintendent for despatch to the India Office. Copies of reprints without corrections need not be sent to the India Office.

204. No new publication should be forwarded direct to any addressee in Europe so that it can reach its destination before a copy has been received in the India Office. If for any reason addressed copies are sent to England for distribution in advance of the usual supply for that office, at least one copy must be sent at the same time for record purposes.

205. The British Museum and the India Office are to be supplied immediately after issue with at least one copy of every Government publication, excepting those of an ephemeral or confidential nature as per standard lists (or white paper copies of reports which are of the nature of proofs), but including correction slips and revised editions. In the case of publications which are confidential or are intended for official use only, two copies should be sent to the Keeper of the Records of the Government of India, Calcutta, by his designation. Confidential publications should, however, be placed in double covers, the inner cover being marked confidential in bold letters. One or two copies may also be required by the Registrar of Books, Madras, and officers should allow for these four copies when fixing the number to be printed. If two editions of a report are issued, one with the proceedings of Government and the other without, copies of both are to be forwarded to the India Office.

206. *Supply and distribution of new works or of periodical publications.*—Only publications and reports (not in Government order form) published by the Secretariats, special Parliamentary papers, Acts, Madras Law Reports, gazettes,

publications of other Governments, or private publications, for which special distribution lists have been sanctioned by Government, are despatched by the press. The Director of Fisheries may, as an exception, add to or alter distribution lists of Fishery pamphlets and bulletins which have been sanctioned by Government. Copies of Government orders (except for issue to editors), departmental manuals, returns, reports, etc., are distributed to subordinates and others by the departments responsible for their issue. In the case of certain publications of other Governments, the department which receives the bulk of the copies distributes the remainder to Madras officials. Copies of publications intended for sale and for distribution to the India Office and British Museum, etc., for official use should be sent direct to the High Commissioner, except in cases where direct supply to the India Office has been prescribed. Advance copies of general administration and other annual reports should be sent to the High Commissioner by post. The copies intended for free distribution to private individuals and institutions in the United Kingdom should be packed and addressed in the press and sent to the High Commissioner in box packets with ordinary invoice forms and with a distribution list. In forwarding to the High Commissioner official publications intended for free distribution to private individuals and institutions in the United Kingdom the instructions communicated in G O No 302, Finance, dated 12th April 1894, should be followed. Copies for distribution in the Continent, America and Australia, etc., should be sent to the departments of the Secretariat. Separate invoices marked "Central Revenues" should be sent with publications of the Department of the Government of India so as to enable the High Commissioner to maintain separate accounts for such publications. Agents abroad obtain copies for sale through the High Commissioner for India.

207. Additional or special copies of publications.—The heads of offices, etc., included in Appendix C are empowered, subject to the limits of cost specified therein, to obtain from the Government Press, free of cost, copies of any Act, code, or set of rules published by the press under the authority of Government. This applies only to work of the classes mentioned and not to every publication in stock, and it does not apply to publications of this or other Governments for which special distribution lists have been fixed; the sanction of Government is required for the supply of such books. Indents for extra copies of reports or publications issued by any department should be made before the order for printing is

given. All indents must be signed by the head of the indenting office; requisitions over the initials of clerks or by telephone will not be complied with.

208. The Superintendent, Government Press, is not the agent for the supply of the Law Reports of other provinces. Heads of departments who require such reports should indent for copies required from the publishers sending at the same time a copy of the indent to the Accountant-General, Madras, for adjustment. They should also request the Superintendents of the printing presses of the local Governments concerned to send consolidated bills to the Accountants-General of their provinces showing the designation of the officers, the number of copies supplied and the amount and rate charged. The Accountant-General of the province concerned will then arrange to pass on the debits for the amounts to the Accountant-General, Madras, through his exchange account. The debits will be adjusted by the Accountant-General, Madras, as usual and charged against the grants under non-contract contingencies. The Indian Law Reports Series of Calcutta and Lahore alone should be obtained on payment of cash.

209. Indents for Acts, codes, rules, etc., may be complied with if they appear reasonable irrespective of the fact that copies have been distributed according to a sanctioned list. Copies required to replace those missing will not usually be supplied free without sanction. When the cost is recovered from the party responsible for the loss, it should be credited to "XXXIV. Stationery and Printing—Provincial—(b) Sale of Gazettes and other publications—Secretariat Presses". The Superintendent will bring to the notice of Government any case in which he considers the application for the free supply of publications to be in excess of reasonable requirements or of doubtful necessity.

210. When the necessity for continuing the supply of a periodical or other publication to any one on the lists is doubtful, a slip should be attached to the copy stating that, unless an acknowledgment is received, it will be assumed that no further copies are required.

211. *Correction and addenda slips* of rules, manuals, codes, etc., are supplied by the agency which distributed the original publication. Only the same number of copies as of the original work is printed, so additional copies cannot be supplied for reference, or to replace those lost or missing, nor can copies be issued to those who were not supplied with the original volume. Correction slips are not cut up or pasted in publications by the press.

212. Indexes.—The rules for correction slips apply to indexes which are issued separately, such as Legislative Council proceedings, the gazette, etc., and additional copies, apart from the publication, cannot be supplied.

213. Acts.—A stock of all India and Madras Acts for which there is a demand is kept at the press to meet the demands of Government officers and the public

The following words should be printed at the head of every Act issued by the Government Press in book form —

“ Printed under the authority of the Governor of Fort St. George in Council by the Superintendent of the Government Press, Madras ”

Vernacular translations of Acts of the Indian Legislature are not published in the *Fort St. George Gazette*, but copies of translations in any vernacular or vernaculars of such of the India Acts as are considered necessary by Government will be printed in octavo size and made available for sale at the Government Press. As the Government Press stocks only a limited number of the Government of India Acts and other important publications to meet the demands of the public, all heads of departments and departments of the Secretariat should make arrangements with the Manager, Government of India Central Publication Branch, 8 Hastings Street, Calcutta, for their regular supply as soon as they are issued

214. Amending Acts—Extra copies of short Acts in English which amend important Acts will be supplied printed on one side of thin paper for correcting copies of the original Acts, the same number as of the Act originally supplied being distributed. These thin paper copies may be supplied free, as far as available, to purchasers of thick paper copies of the original Act. All references to Acts in this manual apply equally to Ordinances and Regulations

215. Reports of Indian States are supplied by the Darbars concerned.

216. Sale agents.—All demands from agents in Europe and England for copies of books, publications, reports, etc., are complied with through the Office of the High Commissioner in London, and others direct from the Mount Road Branch.

217. Copyright.—(1) Under the provisions of the Indian Copyright Act, 1914, copyright in Government publications vests in the Crown, and any reproduction, without consent, of a work first published by Government, ordinarily constitutes

an infringement of copyright. The Government of India consider it desirable that the public should be at liberty to reproduce certain Government publications, and they are pleased to grant general permission to reproduce—

(a) Any matter which has appeared in the *Gazette of India* except

(1) Acts of the Indian Legislature,

(11) Matter not first published by the Government of India

(b) Acts of the Indian Legislature, subject to the condition that these are reproduced together with original material, e g, commentaries,

(c) Vernacular translations of Acts of the Indian Legislature,

(d) Reports of any committee appointed by the Government of India or the Indian Legislature

(2) Permission to reproduce other Government publications will be given in special circumstances. Applications for permission should be forwarded to the Surveyor-General in the case of maps, charts, plans and other documents published by or on behalf of the Survey of India and to the Secretary to the Government of India in the Department of Industries and Labour in all other cases

(3) In the case of works first published by local Governments, application for permission to reproduce such works should be made, in the absence of any special orders passed by the local Government, to the local Government concerned.

(4) Any reproduction without consent of a work first published by the Madras Government Museum constitutes an infringement of copyright. Copyright of all photographs of objects in the museum also vests in the Government. Application for permission to reproduce anything published, or illustrations or photographs, by the museum should be made to the Superintendent, Government Museum

218. The *Fort St George Gazette*, or any of its parts, is issued free only to those officials to whom the supply is sanctioned by Government. General orders with regard to the distribution of copies are issued in the Public Department, the supply to individual officers being sanctioned in the Secretariat department concerned. The distribution list is revised annually in November, the revision taking effect from the beginning of the following year. Copies required to replace those lost in transit may be supplied at the discretion of the Superintendent. Requisitions for additional copies or back numbers are sanctioned by Government.

219. Subscriptions—The gazette, or any of its parts, is supplied to other persons or bodies on payment of the subscription rates in advance, but no subscription will be received for less than one quarter. In the case of subscribers, reminders will be sent a month before the expiry of subscription, and if the subscription is not renewed in time, the supply will be stopped. Single issues may be purchased separately. The selling price is printed on every Act, Bill, part or supplement.

220. Government orders, reports, etc., in Government order or proceedings form are not distributed to addressees and officials by the press. Indents for spare copies of such papers should be sent to the Secretariat offices concerned.

EXCEPTIONS—A few copies of epigraphy and other reports on special distribution lists are sent direct by the press.

221. Papers placed at the disposal of the Press—Government orders, etc., which are supplied to certain newspapers direct from the press, and are sold to the public, are said to be 'placed at the disposal of the Press'. They are of two classes. A, of general importance and interest, B, of local importance and interest, the latter not being sent to journals and institutions outside this Presidency. A list is printed weekly in the gazette, and a quarterly list is printed and issued free to any applicant.

(a) (1) Press papers and the Presidency Administration Report are classified and priced for subscription as follows—

Classification	Price per annum			Postage		
	RS	A	P	RS	A	P
(1) All Administration Reports—Madras Presidency and Government Departments	35	0	0	4	8	0
(2) All Administration Reports—Government Colleges, etc.	1	0	0	0	6	0
(3) All Administration Reports—Municipalities and Local Boards	7	0	0	3	6	0
(4) All Government orders of general interest	12	0	0	3	0	0
(5) All press communiqués	1	8	0	0	12	0

In the case of departmental reports in item (1) and of reports in items (2) and (3) the orders of Government on the reports are included.

(2) The papers will be delivered in Madras free and postage as noted against each class will be charged extra for addresses outside Madras City. Payments should be made to the Superintendent, Government Press, Madras, annually in advance.

If all the papers placed at the disposal of the Press and the Presidency Administration Report are required they will be supplied post free by the Superintendent, Government Press, on payment of Rs. 50 per annum in advance.

These orders do not affect any newspaper, periodical, institution, etc., admitted to the privileges of Press supply or supplied with the Presidency Administration Report gratis, or any newspaper selected from time to time by Government for free supply of press communiques.

The list of newspapers, institutions and officials admitted to the privileges of Press supply is revised annually and any alteration therein requires the sanction of Government

(3) Copies of the list published weekly in the *Port St. George Gazette* of papers placed at the disposal of the Press will be given free of cost to applicants in person at the Government Branch Press, Mount Road, or on payment of postage in advance at Rs. 1-8-0 per year if the lists are to be sent by post. The Superintendent, Government Press, will send copies of the list to all newspapers regularly supplied with all papers placed at the disposal of the Press.

(4) A list of papers placed at the disposal of the Press during each quarter will be printed by the Superintendent, Government Press, and a copy, to which the general public should have access, will be kept in each Taluk and Divisional office. For this purpose, the Superintendent, Government Press, will supply copies to each Collector for distribution among Taluk and Divisional offices

(b) Press papers are delivered to local daily newspapers and certain institutions daily, and posted to mufassal papers weekly on Thursdays or the next working day if the press is closed on that day. Copies for local weekly papers are delivered to their messengers on the same day or when they call for them. Cases in which delivery is not taken within a month are to be brought to the notice of Government. Orders on reports issued bound in book form must wait till the report concerned is ready, except those of the Educational and Legislative Departments, which may be sent without waiting for the reports. Other annual reports are not sent to editors until they have appeared in the weekly list and the official distribution has been completed.

(c) Papers received from the Government of India for distribution to the Press are sent to those newspapers in the Presidency which are entitled to Press privileges and which have no representative at headquarters.

(d) No copy of any report or communication which is submitted to Government, or of any Government order, should

be supplied by the Government Press to newspapers, or others admitted to the privileges of Press papers, until it has been passed by Government.

(e) In order to reduce delay in the publication of Departmental Administration Reports which are reviewed and placed at the disposal of the Press they should, after such preliminary scrutiny in the Secretariat as may be found necessary, be published in advance of the reviews thereon. Copies required for communication to officers of Government along with the review should be printed at the same time as those required for the Press so as to enable the press to distribute the type at once. These copies should, unless orders to the contrary are issued, contain the full report including any matter which may have been excised from copies to be supplied. The review should be printed separately.

(f) Instructions to supply copies to newspapers and the public are usually given by the insertion of the word ' Press ' as an address line on the original, a duplicate fair proof of papers so marked, with a red label ' Press paper ' attached, shall be sent by the Government Press to the department concerned which will check and pass it for issue. Papers containing no instructions on the copy as to ' Press ' are treated by the Government Press as ' Not for Press '. If the ' Press paper ' proof returns before the ordinary proof, copies are not printed before the return of the latter, but it may be issued before it appears in the gazette list.

(g) The inclusion of a Government order of any department in the weekly gazette list is sufficient authority for placing it at the disposal of the Press, but the usual proof with coloured slips is sent before issue. When sending the manuscript list for publication in the gazette, each department will mark against each entry the number of pages and diagrams so that the selling price may be fixed.

(h) *Special editions for Press.*—Any department may require a special set printed for Press distribution, whether order only, or part of the order. In such editions the address line ' Press ' is printed in thick type, other addresses being deleted. Special communications for the newspapers are at times issued by the Secretariats as a Press communiqué or note. Proofs may be required, but the papers may be supplied to editors without further instructions when the order to strike copies is received.

(j) Press papers printed at the Ootacamund branch are sent by the Manager to the Madras Press for distribution, unless a Secretary to Government issues instructions

that they are of such importance that they should be despatched direct to daily newspapers. All papers issued from this branch may be delivered daily to the messengers of the *South of India Observer*.

222. Supply of publications, etc., to non-official members of the Legislative Council—The non-official members of the Legislative Council will be supplied by the Superintendent, Government Press, free of cost and without application being made, with the copies of the following publications —

(i) Proceedings of the Madras Legislative Council

(ii) All published reports of the various branches of the administration of the Madras Presidency, including the Presidency Administration Report, and

(iii) The *Fort St George Gazette* including supplements, the supply of vernacular supplements and vernacular Acts being limited to one language

The Superintendent, Government Press, will supply non-official members of the Legislative Council any papers placed at the disposal of the Press on receipt of intimation from a non-official member of his requirements within ten days of the publication of the list of papers in the *Fort St George Gazette*.

The non-official members will be supplied free of cost with any other publications of the classes usually available to the public for which they may specially apply

NOTE—(i) The supply will be restricted to publications dealing with administrative matters and likely to be needed by a non-official member in the exercise of his function, and will not permit the supply of books merely of general or literary interest

(ii) Publications of permanent value such as Codes, Statutes, Manuals, should be returned at his own cost to the Superintendent, Government Press, by the non-official member to whom they are supplied on the termination of his tenure of office

(iii) The application should be addressed to the Secretary, Legislative Council, who will forward them to the Superintendent, Government Press

223. Sale of books and publications.—Save in a few cases, Government publications intended for sale to the public are sold at the Mount Road Branch Press, or by agents authorized by Government. They are advertised in the *Fort St George Gazette* weekly as published and monthly lists are also issued. For gazette see paragraphs 174, 218 and 219.

224. Moore's "Manual of Family Medicine" is supplied by the press at reduced rates to subordinates in Government offices only on requisitions countersigned by the head of the

office Only one copy of an edition is supplied at the concession rates to the same person Copies are supplied free only with the sanction of Government.

8. Page 82, paragraph 225—*Substitute the following for the second sentence —*

“Payment may also be made by cheque *uncrossed* or by ordinary postage stamps of 1 anna or lower denominations for amounts of 4 annas and less, cheque on mufassal banks should include the amount of discount also ”

[Government Memorandum No 29595-3, Finance (Pension), dated 26th November 1930]

[First list]

sent per value payable post to local banks and approved customers.

226. Copies on loan.—Publications are not sent out by the press for reference and return, nor can they be used as copy for compositors.

227. Supplies by other offices —The free supply to Government officers by the undermentioned publications is not made by the press, but by the office specified against each All purely departmental manuals, publications and reports are distributed by the department which publishes them

(1) Madras Supplement to the Civil Service Regulations—Accountant-General

(2) Jail and Sub-Jail Manuals—Inspector-General of Prisons

(3) Board's Standing Orders—Board of Revenue (Land Revenue)

(4) Rules and codes framed by the High Court—Registrar, High Court

(5) Agricultural leaflets and calendars—Director of Agriculture; also sold at the press

(6) Civil Service Regulations will be supplied by the Government of India free of charge to all officers of the Provincial Government until the Fundamental (Pension) Rules have been introduced.

228. Priced publications of the Government of India (except those required for the administration of Central subjects and certain codes and manuals which will be supplied free to local Governments by the Auditor-General and the subordinate Audit officers) should be obtained by indent on the

Manager, Government of India Central Publication Branch, 8, Hastings Street, Calcutta A debit less 25 per cent discount will be raised against the department requiring the publication at the time of issue and will be finally adjusted against the local Government by book debit at the end of the financial year Discount is not allowed on priced publications of the local Government to officers included in Appendix B of the Government of India Rules for the supply and use of stationery stores, viz , Officers of the Opium, Army, Finance (Military), Railway and Northern India Salt Departments, Medical Store Depots, etc The publications of the Army Department including those required for the administration of Central subjects should be obtained on cash payment No discount is allowed in respect of the purchase of Army publications.

(ii) The procedure that should be adopted in respect of the sale of Government of India Acts and publications is prescribed below —

(a) Government of India publications issued to Provincial Government Book Depots or Presses for sale to the public will be issued free of cost, i e , on debit account vouchers

(b) Provincial Government Book Depots or Presses will credit all sales less 25 per cent commission to XXXIV Stationery and Printing—Central

(c) Provincial Government Book Depots or Presses will forward to the Manager, Government of India Central Publication Branch, 8, Hastings Street, Calcutta, as soon after October 1st and April 1st as possible a half-yearly stock return showing stocks, receipts and sales during the half-year for each publication in the following form —

- (i) Number in stock at commencement of half-year
- (ii) Receipts during half-year (with reference to voucher)
- (iii) Total
- (iv) Number of copies sold during the half-year.
- (v) Price of publication.
- (vi) Sale-proceeds
- (vii) Amount credited to Central Revenues
- (viii) Number of copies returned to Central Publication Branch (with reference to voucher).
- (ix) Balance at the end of half-year
- (x) Remarks

N B—Issues may be made to Provincial officers from sale stocks provided that the value (less 25 per cent commission) is credited to Central Revenues

(d) In the case of important publications, Acts, etc., the Manager, Government of India Central Publication Branch, will issue copies for sale to Provincial Government Book Depots or Presses and will use his discretion as regards the number to be sent with regard to the importance of the publication and the location of the Book Depot. In the case of less important publications, he will issue only on indents received from the Book Depots.

(e) Book Depots or Presses will be supplied with copies of all catalogues, lists and leaflets of new publications and announcements of future publications as soon as issued to enable them to indent for stocks

(f) Provincial Government Book Depots or Presses may arrange to return stocks no longer required for sale at any time, and the Manager, Central Publication Branch, will be responsible for recovering all unsold copies from Provincial Book Depots either to replenish his stocks or when no further local demand exists

229. Publications of other Provincial Governments.—The priced publications of other Provincial Governments and administrations will be obtained on cash payment by indent on the officers in charge of the sale of the publications. This does not confer on heads of departments any power of sanction in excess of those at present enjoyed by them.

No discount will be allowed in respect of the supply of their priced publications by other Provincial Governments and administrations except the Baluchistan Agency, Central India Agency, Rajputana Agency, Ajmer-Merwara, Delhi and North-West Frontier Province, who will allow a discount of 25 per cent on the sale price of their publications.

EXCEPTION—All publications of the Punjab Government required by the Connemara Public Library, Madras, will be supplied free.

(a) The following are the officers in charge of the sale of publications of the Provincial Governments referred to.—

Name of the Government		Designation of the officers to whom requisitions should be sent	
Bombay	Superintendent, Government Printing and Stationery, Poona.
Bengal	Officer-in-charge, Bengal Secretariat Book Depot, Calcutta.
United Provinces	Superintendent, Government Printing, United Provinces, Allahabad.
Assam	Officer-in-charge, Assam Secretariat Book Depot, Shillong.

Name of the Government	Designation of the officers to whom requisitions should be sent
Central Provinces	Superintendent, Government Printing, Central Provinces, Nagpur.
Bihar and Orissa	Superintendent, Bihar and Orissa Government Printing, Gulzarbag.
The Punjab	Superintendent, Government Printing, The Punjab, Lahore.
North-West Frontier Province	Officer in charge, Book Depot, Government Printing and Stationery Office, Peshawar
Coorg Administration.	Secretary to the Chief Commissioner of Coorg, Bangalore

3

11 Page 85, paragraph 230 —Insert the following at]the end of the 'Exceptions' —

"No debit should be raised against the Governments of Central Provinces, Bihar and Orissa, Bengal, and of India for the supply of priced publications in cases where the amount of a single voucher does not exceed 4 annas excepting corrections to Codes and Manuals or regular supply of new Acts or periodical publications the cost of which should be adjusted irrespective of their prices at the time of issue, at the end of each financial year against the officers concerned either by book debit or cash payment, if the total claim exceeds 4 annas "

[G Os Ms No 1, Finance, dated 3rd January 1931, Ms No 678, Finance, dated 24th October 1930, Ms No 758, Finance, dated 30th October 1928, and Ms No 714, Finance, dated 12th October 1928]

[First list]

COUNT OF 20 per cent.

Free distribution of publications to the India Office, Indian States, private individuals and institutions will continue in accordance with Government Orders

All publications of the Madras Government required by the Punjab Public Library will be supplied free of cost

RUBBER STAMPS.

231. *Rubber stamps* of approved descriptions are supplied free from the Government Press on indent to the officers specified in Appendix A, if their supply has been sanctioned in the first instance by Secretaries to Government, the High Court, Board of Revenue, and heads of departments specified in Appendix H. A list of rubber stamps the supply of which has been sanctioned is maintained separately by the Superintendent, Government Press. Sanction is required for the

supply of stamps of a new kind. A copy of all orders referring to rubber stamps should be communicated to the Superintendent, Government Press.

232. Facsimile stamps are not made at Government expense and payment for their purchase or repair by private firms is prohibited.

233. *Indents* for rubber stamps, pads and tin boxes shall be made on the Superintendent, Government Press, in the prescribed form (C F 341). Ink and brushes will be obtained from the Superintendent of Stationery. The Press Superintendent shall comply with the indents only after he is satisfied with the explanation of the indenting officer, otherwise the sanction must be obtained by the officer concerned.

234. *Instructions* should be legibly written in ink to avoid mistakes. Proofs of stamps will be sent only in special cases. The selection of type for all stamps is left to the discretion of the Superintendent, Government Press.

235. *Repairs* to rubber stamps supplied to public officers are carried out by the press. Stamps requiring repair, or old stamps for which new ones are to be supplied, may be forwarded by any gazetted officer with an indent, or if, in the latter case, this is found inconvenient, an impression shall be made on the indent form. If duplicate stamps are required full explanation of the necessity for same shall be furnished. Old and obsolete stamps shall be returned to the Government Press on receipt of new ones.

236. The Superintendent will bring to the notice of the sanctioning authority, or the head of department, any instance in which a stamp has been misused, or when indents are excessive, and may stop the supply pending sanction. Stamps not in the sanctioned list will not be repaired or renewed.

237. *Brass seals* are not necessary where rubber stamps are prescribed, nor are they manufactured by the press.

238. *Supplies on payment.*—Rubber stamps, etc., for the use of the district boards and other local boards from which the cost is recoverable may be supplied and charged for at cost price plus a 25 per cent addition.

239. *Care of stamps.*—Should the dates at any time fail to make an impression, bring the date bar to a level with the face of the rubber stamp by loosening the side screws and raising or lowering the date bar as may be necessary. When level screw up tight to avoid slipping. To ensure a good impression, press the stamp firmly and evenly on the paper.

and under no circumstances beat or hit hard on the paper, otherwise the stamp will give a blurred appearance. A few drops of ink well soaked into the pad will be sufficient to give a hundred impressions, too much ink will fill up the letters and make the impression illegible. After the day's use the stamp should be gently wiped with a damp soft rag and put back into the box. The stamp should not be left face downwards in contact with the pad, but should be hung up or turned on end when not in use.

WORK AT OUTSIDE PRESSES AND FOR PRIVATE PARTIES, ETC

240. *Printing at private presses.*—When printing, ruling or die-stamping work cannot be done by the district or jail press at the nearest station, the department concerned should make a reference to the Superintendent, Government Press, Mint Buildings, Madras, in all but very urgent cases, before the work is given to a private press. In exceptional cases, however, printing and binding at private presses is permissible up to the limit of appropriations for the purpose. On every bill for the cost of printing, embossing, etc., executed at a private press, there should be a declaration signed by the Superintendent, or other responsible officer, to the effect that the work could not have been undertaken by the Government Press either at Madras or at the station without inconvenience to the interests of the public service. In no circumstances will the certificate be given for the printing of standard forms which are supplied by a central agency. All printing for the Criminal Investigation Department should, however, be done at the Central Press, Madras.

EXCEPTIONS—This certificate is not required for the following works, but the bills require the certificate of verification referred to below —

(a) Sessions judgments at private presses or district or jail presses as may be convenient, subject to the condition that the charges do not exceed the rates specified in Appendix J

(b) Emergent cases for the Madras Students' Advisory Committee

(c) Vernacular lists of stolen property, lost property, rewards or similar notices of special character that demand immediate circulation for the District Superintendents of Police, provided they are printed on annual contract

(d) Work sanctioned by District Educational Officers, Inspectors of European Schools and Inspectresses of Schools and heads of Colleges.

(e) Resettlement registers of the villages of the Madras Presidency and the Memoirs in English of each such village printed at the following private presses —Messrs Hoe & Co, Madras, Murthy & Co, Madras, Thompson & Co, Madras, and the Commercial Press, Madras, at the rates stipulated below which include also the cost of paper—

	RS	A	P
Registers finally struck off—full page of about 70 lines with the exception of the first page and exclusive of the heading of the said registers for which no charge shall be made	1	13	0
Do over half page	1	13	0
Do half page and less	0	14	6
Memoirs finally struck off—full page	1	14	0
Do over half page	1	14	0
Do half page and less	0	15	0

Additional copies of memoirs and registers which should be restricted to 25 copies—four annas per form of four pages or fraction thereof The binding of the settlement registers will be done at the Government Press

241. Verification of bills —The bills of charges for printing, binding, ruling, etc, at private firms must be verified by the Superintendent, Government Press To ensure strict compliance with the rule, every bill of whatever amount for such work executed at a private press in India shall, in addition to the declaration referred to in paragraph 240 above, bear a certificate by the Superintendent, Government Press, Madras, that the charges have been verified and passed by him The bills should be forwarded to Mint Buildings for verification, and each bill should be in duplicate, accompanied by vouchers for the number of copies received, and by a file copy of each piece of printing or binding work to be retained by the Superintendent for audit purposes As the purchase of paper is prohibited by the Stationery Manual, charges on this account cannot be passed in bills for printing though the rates for binding include materials When it is inconvenient or expensive to send to Madras copies of books which have been bound, full details as to the size and number of the leaves, the thickness of the volume, the nature of the binding and the kind of lettering, etc, should be sent with the bill

242. Municipalities and Local Funds.—Contracts for printing work (other than account forms) may be entered into by presidents of district boards and chairmen of municipal councils without reference to any outside authority, and they

may obtain the advice of the Superintendent, Government Press, as regards the rates. Tenders for printing work should be called for by municipal councils in form No 9-A, or for local boards in form No 44-A.

243. Officers sending work to private presses will be responsible that the rules regarding economical printing and inexpensive binding are observed, that the necessary paper is supplied and that it is made clear to the presses taking up work, for which a declaration has been obtained, that the bills will be subject to check by the Superintendent, Government Press, and that no higher rates than those specified in Appendix J will be paid. The decision of the Superintendent is final.

244. *Court of Wards works*—All ordinary printing charges may be incurred on the Collector's own authority. The Court's sanction should be obtained before incurring any extraordinary printing charges (such as the printing of land and survey registers and other special papers). Estimates for printing at private presses may be sent to the Superintendent, Government Press, for opinion as to whether the rates are reasonable.

245. Printing for private parties at a Government Secretariat Press requires the special sanction of Government. Private work may be undertaken by a District or Jail Press subject only to paragraph 7 of this Manual. Private work specially sanctioned by Government is charged at 25 per cent above cost unless ordered to be done free of cost or at special rates. Government cannot ordinarily undertake to print any matter relating to local bodies other than such matter as must by rule or Act be published in the district gazette. When other work is undertaken the local body concerned should settle the rate in each case in advance before entrusting the work to the Press. The estimated amount of charges should ordinarily be required to be paid in advance. A list of works for which sanction has been accorded subject to preference being given to Government work is included in Appendix I. Competitive estimates are not furnished by the Government Press.

246. *Fees* for checking bills for printing and other work done at private presses on behalf of the Madras, Andhra and Annamalai universities, and other local bodies, and for printing work for parties to suits in the High Court, are levied at the rate of 1 per cent on the value of the bills checked. Printing bills for work for parties to appeals to the Privy Council and for Government offices are checked free of charge.

247. Presses in departmental offices are expensive and inefficient and the establishment of small presses in any office or jail and the purchase of printing and binding plant require the special sanction of Government. The Superintendent, Central Museum, is, however, permitted to print labels, etc., and the Director, Madras Survey, maintains a press for printing lithographic transfers, but not for job work, correction slips, circulars, etc. The restrictions as to the classes of work, number of copies, etc., in this manual apply equally to these presses.

248. Works printed out of India.—All printing and publication under the orders of Government shall be done in India, except in special cases where there are good reasons to the contrary, and in such cases arrangements are to be made only in communication with the Government of India or High Commissioner. This applies also to the preparation of plates, maps, etc., required for the illustration of works intended to be issued in India.

249. Debit of cost.—The cost of printing and binding work done is incorporated in the Government Press Annual Report. Except where otherwise specially ordered, all printing and binding work done for commercial departments and undertakings under the local Government and for officers of the Central Government will be charged for and recovered in accordance with the procedure laid down in the Madras Financial and Account Code. The list of officers to whom the cost of work done is furnished is given below —

Accountant-General, Madras, and the Controller of Printing, Stationery and stamps, Delhi—Expenditure for printing and binding works executed for officers subordinate to Central Departments (consolidated for adjustment)—Actuals

Accountant-General, Madras, and the Financial Adviser, Military Finance, Delhi—Expenditure for printing and binding works executed for officers subordinate to Army Department (consolidated for adjustment)—Actuals

Currency Department—Expenditure for printing work done—Approximate—Actuals

Indian Posts and Telegraphs Department—Accountant-General, Madras, and Postmaster-General, Madras—For recovery of cost

Director-General of Observatories—For recovery of cost for printing Monthly and Annual Rainfall Tables.

Parliamentary Papers—To Government for Secretary of State—At the time of despatch of copies

Provincial Departments

Accountant-General, Madras—Errata list to the settlement registers of the nam villages of Tanjore and Trichinopoly districts—For recovery of cost

Collector of the Nilgiris—Cost of printing and binding works done for district boards and municipalities—For recovery of cost.

Commissioner for Government Examinations—Secondary School-Leaving Certificate—November

Hospitals—For calendar year—January

Inspector-General of Registration—March

Public Works Workshops—June

Registrar-General of Births, Deaths and Marriages—July

250. General.—Co-operation and constant vigilance on the part of heads of departments and offices are essential to effect due economy in stationery and printing, and all officers will endeavour to look personally into these matters to stop leakages and to repress extravagance. The Superintendent, Government Press, should bring promptly to the notice of Government any instances of excessive demands or unusual expenditure which are not satisfactorily explained when the attention of the officers concerned is drawn to the matter.

7 Pages 93—99, *Appendix A*.—Delete the symbol 'T' occurring against certain items and the words "T may be supplied with tear-off blocks" at the bottom of the pages

[G O. No 333, Finance, dated 5th May 1928]

[First list]

AND OTHER CLASSES OF WORK

5 *Land Revenue.*

Director of Land Records * B
 Do Survey (or Deputy Director) * B
 Inam Commissioner (or Manager of his office) * B
 Special Settlement Officers *

6 *Excise*

Commissioner of Excise * B F
 Inspector, Excise Intelligence Bureau, C I Gazette supplements

7 *Stamps*

Superintendent of Stamps * B

8 *Forest*

Chief Conservator of Forests * B F T
 Conservators of Forests * B
 District Forest Officers *
 Principal, Forest College, Coimbatore * B
 Special Forest Officer, Parlakimedu Maliahs

9 *Registration*

Inspector-General of Registration * B F T
 Do Personal Assistant
 Registrars District Gazette advertisements, monthly establishment lists and blank document forms only.

* Officers who submit consolidated indents for standard forms through the Stationery office

B Officers authorized to send papers for binding

F Officers authorized to make additions to, or alterations in, the standard lists of forms, or in the forms for supply to their subordinate officers

T May be supplied with tear-off blocks

22 *General Administration*

Agent to the Governor, Ganjām	B
Agent to the Governor, Vizagapatam	B
Board of Revenue (Land Revenue and Settlement)—Members	B F T
Board of Revenue (Land Revenue and Settlement)—Secretary	B T
Board of Revenue (Land Revenue and Settlement)—Assistant Secretary	
Board of Revenue (Land Revenue and Settlement)—First Assistant Collectors	* B Also forms required for temporary use
Curator, Madras Record Office	* B T
District Magistrates	* B
Examiner of Local Fund Accounts	* B
Government Agent, East Gōdāvari, Gōdāvari	B
Hindustani Translator to Government	* B
Inspector of Municipal Councils and Local Boards	B
Members of the Executive Council	B T
Military Secretary to His Excellency the Governor	* B T
Do Office Manager	Routine work only
Ministers	B T
Private Secretary to His Excellency the Governor	* B T
Do Office Manager	Routine work only
Secretariat—Chief Secretary to Government	B F T
Do do Under or Assistant Secretary, Chief Secretariat	B T
Do Secretary to Government, Revenue Department	B F T
Do Under or Assistant Secretary to Government, Revenue Department	B T
Do Secretary to Government, Law Department	B F T
Do Deputy Secretary to Government, Law Department	B F T
Do Assistant Secretary to Government, Law Department	B T
Do Secretary to Government, Finance Department	B F T
Do Deputy Secretary to Government, Finance Department	B F T
Do Assistant Secretary to Government, Finance Department	B T
Do Secretary to Government, Development Department	B F T
Do Under or Assistant Secretary to Government, Development Department	B T

* Officers who submit consolidated indents for standard forms through the Stationery office

B Officers authorized to send papers for binding

F Officers authorized to make additions to, or alterations in, the standard lists of forms, or in the forms for supply to their subordinate officers

T May be supplied with tear-off blocks

22 *General Administration—cont.*

Secretariat—Secretary to Government, Local Self-Government Department	B F T
Do Deputy Secretary to Government, Local Self-Government Department	B F T
Do Assistant Secretary to Government, Local Self-Government Department	B T
Do Secretary to Government, Public Works and Labour Department	B F T
Do Assistant Secretary to Government, Public Works and Labour Department (General)	B T
Do Superintendents	Routine work only.
Madras Legislative Council Secretary	B
Do Assistant Secretary	Routine work only
Secretary, Madras Services Commission	
Senior Translator to Government	* B
Surgeon to His Excellency the Governor	
Treasury Deputy Collectors—Gazette matter only	

24 *Administration of Justice*

Administrator-General and Official Trustee, Madras	* B
Advocate-General	* B
Chief Presidency Magistrate, Egmore	* B
City Civil Judge	* B
Clerk of the Crown	* B
Court of Small Causes, Chief Judge	* B
Do Registrar	
Crown Prosecutor	B R
District and Sessions Judges	* B
Government Pleader, Madras	* B
Government Solicitor	* B
High Court of Judicature, Registrar	* B F T
Do Deputy Registrar (for work already sanctioned)	
Law Reporter	* B
Public Prosecutor	B
Rules Committee—Secretary	
Second Presidency Magistrate, Georgetown	
Sheriff of Madras	*

* Officers who submit consolidated indents for standard forms through the Stationery office

B Officers authorized to send papers for binding

F Officers authorized to make additions to, or alterations in, the standard lists of forms, or in the forms for supply to their subordinate officers

T May be supplied with tear-off blocks

25 *Jails and Convict Settlements.*

Inspector-General of Prisons * B F.
 Superintendent, the Penitentiary, Madras
 Do Civil Jail, Madras
 Superintendents of Central Jails
 Do of District Jails
 Superintendent of Borstal School, Tanjore
 Do of Reformatory School, Chingleput B

26 *Police*

Assistant Inspector-General of Police B T
 Commissioner of Police B T
 Deputy Inspector-General of Police, Railways and C I D (Special forms, gazette supplements, abstracts and circulars) B T
 Do Personal Assistant Routine work only T
 Do Manager Routine work only
 Inspector-General of Police, Madras * B F T
 Superintendents of Police (circulars, special notices and gazette advertisements)

27 *Ports and Pilotage*

Agent for Government Consignments, Madras * B

30 *Scientific Departments*

Superintendent, Government Museum and Principal Librarian, Connemara Public Library * B

31 *Education*

Deputy Inspectors of Schools (lists of schools and grants sanctioned only)
 Curator, Oriental Manuscripts Library, Egmore B
 Deputy Director of Public Instruction B
 Director of Public Instruction * B F T (any work except standardized forms)
 Heads of Secondary schools (examination papers if not less than 25 copies are required)
 Headmaster, School of Commerce, Calicut and Vizagapatam (examination papers if not less than 25 copies are required)

* Officers who submit consolidated indents for standard forms through the Stationery office

B Officers authorized to send papers for binding

F Officers authorized to make additions to, or alterations in, the standard lists of forms, or in the forms for supply to their subordinate officers

T May be supplied with tear-off blocks

Text-Book Committee—List of Books dealt with

Do	do	Personal Assistant	Routine
		work only	

P.M. 7

33. *Public Health*

Director, the King Institute of Preventive Medicine (reports and circulars) * B
 Director of Public Health (F for sanitation forms only) * B T
 Director of Town-planning (General circulars and reminders to local bodies)
 District Medical Officers (for Deputy Inspectors of Vaccination)
 District Health Officers (for Health Inspectors)
 Sanitary Engineer to Government * B

34 *Agriculture*

Agricultural Chemist
 Curator, Government Botanical Gardens, Ootacamund Routine work only
 Deputy Director of Agriculture—Cinchona * B
 Deputy Directors of Agriculture B
 Deputy Registrars of Co-operative Societies (repair and renewal of rubber stamps only)
 Director of Agriculture * B F
 Do Veterinary Services * B
 Government Mycologist
 Planting Expert
 Principal, Agricultural College, Coimbatore * B
 Do Veterinary College, Madras * B
 Registrar of Co-operative Societies * B (any work except standardized forms)

35 *Industries*

Director of Fisheries * B
 Do Industries * B F
 Superintendent, School of Arts B

37 *Miscellaneous Departments*

Board of Examiners (General), President (Secretary) (Examination papers—as many copies as may be required—even less than 25) * B
 Commissioner for Government Examinations * B
 Do of Labour * B
 Do under Workmen's Compensation Act * B

* Officers who submit consolidated indents for standard forms through the Stationery office

B Officers authorized to send papers for binding

F Officers authorized to make additions to, or alterations in, the standard lists of forms, or in the forms for supply to their subordinate officers

T May be supplied with tear-off blocks.

37 *Micellaneous Departments—cont*

Chief Inspector of Factories (for annual report only)
 Registrar-General of Births, Deaths and Marriages * B F.
 Secretary to Commissioner for Government Examinations * B
 Chief Inspector of Steam-Boilers and Prime-Movers Routine work
 only *
 Electrical Inspector to Government * B

45 *Civil Works*

Chief Engineer, Irrigation * B F T
 Do P W Department General Buildings and Roads
 * B F T
 Do Hydro-Electric Development * B F T
 Consulting Architect to Government T
 Executive Engineers
 Do T R S Division
 General Superintendent, P W D Workshops
 Superintendent, P W D Stores
 Superintending Engineers * B

46 *Stationery and Printing*

Superintendent of Stationery * B
 Do Government Press * B

* Officers who submit consolidated indents for standard forms through the Stationery office

B Officers authorized to send papers for binding

F Officers authorized to make additions to, or alterations in, the standard lists of forms, or in the forms for supply to their subordinate officers

T May be supplied with tear-off blocks

APPENDIX B

[See paragraph 13]

ANNUAL REPORTS, RETURNS, ESTIMATES, ETC , WHICH ARE
SUBMITTED TO GOVERNMENT IN PRINT OR WHICH
MAY BE PRINTED WITHOUT SPECIAL SANCTION

Administration Reports

- Agent to the Governor in Ganjam—Ganjam Agency Annual Administration Report—f fo
Do Vizagapatam—Vizagapatam Agency Annual Administration Report—f fo
Board of Revenue—Survey Department Annual Administration Report—f fo
Do Jamabandi Annual Administration Report (2 vols)—Royal 8vo (vol 1, 100 pages, vol 11, 25 pages)
Chief Conservator of Forests—Forest Annual Administration Report (2 vols)—Royal 8vo, with not more than 6 pages of half-tone illustrations
Do Sylvicultural Research Annual Administration Report—Royal 8vo
Chief Engineer (G B and R)—P W D Annual Administration Report (2 parts)
Chief Engineer, Hydro-Electric Development Annual Administration Report—Royal 8vo
Chief Inspector of Factories—Annual Administration Report
Chief Secretariat—General Annual Administration Report—Royal 8vo
Commissioner of Excise—Excise Annual Administration Report—Royal 8vo (100 pages)
Commissioner of Labour and Commissioner under Workmen's Compensation Act—
Annual Administration Report of the Labour Department (General)—Royal 8vo
Annual Report on the working of the Indian Workmen's Compensation Act—Royal 8vo
Accounts and Reports on the working of the criminal tribes settlements and schools
Annual Report on the Reclamation of Kallars—Royal 8vo
Curator, Oriental Manuscripts Library—Annual Administration Report—Royal 8vo
Director of Agriculture—Annual Administration Report (2 vols)—Royal 8vo, with not more than 6 pages of half-tone illustrations
Do Agricultural Department Operation Report—Royal 8vo—Annual,

Administration Reports—cont

- Director of Agriculture—Agricultural Station Reports—Royal 8vo
 Do Season and Crop Report—f fo
 Do Subordinate Officers' Report—Royal 8vo
 —Annual
- Director of Fisheries—Annual Administration Report—Royal 8vo,
 with not more than 6 pages of half-tone
 illustrations
 Do Supplement—Royal 8vo
- Director of Industries—Annual Administration Report—Royal 8vo,
 with not more than 6 pages of half-tone illustrations
- Director of Public Health—Annual Administration Report—f fo
 Do Vaccination Annual Administration
 Report—f fo
 Do National Health and Baby Week
 Annual Report—f fo
- Director of Public Instruction—Annual Administration Report
 (2 vols.)—Royal 8vo
- Director of King Institute, Guindy—Annual Administration
 Report—f fo
 Do Supplement—f fo
- Director of Town Planning—Annual Administration Report—Royal
 8vo—Annual (25 pages)
- Director of Veterinary Services—Annual Administration Report—
 Royal 8vo, with not more than 6 pages of half-tone illustrations
- Government Agent, East Godavari—East Godavari Agency Annual
 Administration Report—f fo
- Inspector-General of Police—Police Annual Administration Report
 —f fo (40 pages)
 Do Prisons—Jail Annual Administration Report
 —f fo (30 pages)
 Do Registration—Registration Annual Adminis-
 tration Report—f fo (10 pages)
- Inspector of European Schools—Examiners' Annual Report on
 European Schools—f fo
- Registrar of Co-operative Societies—Annual Administration Report
 —Royal 8vo, with not more than 6 pages of half-tone illustrations
- Registrar, High Court—Statistics of civil courts—f fo
 Do Statistics of criminal courts—f fo
- Surgeon-General—Civil Hospitals and Dispensaries Annual Admini-
 stration Report—f fo
- Superintendent, Government Hospital for Women and Children—
 Annual Administration Report—f fo.
 Do. General Hospital—Annual Adminis-
 tration Report—f fo
 Do Mental Hospital, Madras—Annual
 Administration Report—f fo
 Do Ophthalmic Hospital Annual Admini-
 stration Report—f fo.
- Superintendent, Government Press—Annual Administration Report
 —Royal 8vo. (14 pages)

Budget Estimates

All Heads of departments—Budget Estimates of receipts and expenditure submitted in print to Finance Department and Board of Revenue Annexures to the Budget Estimates should not be printed without sanction of Government except those relating to the following which may be printed separately —

31 Education

37 Miscellaneous Departments

Appendix F (Irrigation)

Appendix G (Civil works)

Finance Department—Civil Budget Estimates—Consolidated

Calendars and Prospectuses

All Government College Calendars (excluding extracts of rules, examination papers from University calendars, blank forms, list of past students, photographs of students, etc)

Commissioner for Government Examinations (once in five years)

—Addenda and Corrigenda every year in the interval

Forest College Calendar (triennial)

Industries—Prospectuses of Industrial and Trade Schools under the Director of Agriculture—Royal 8vo (Annual)

Village calendars in five languages (Annual)

Establishment Lists

Agent to the Governor in Ganjam—Education Department—Royal 8vo—Annual

All civil courts—Mufassal—One for each court—Royal 8vo—Annual

All Collectorates—One for each district—Royal 8vo

All Secretariats—Royal 8vo—Non-tabular—Annual

Board of Revenue—(Land Revenue and Settlement) Office establishment including Court of Wards and Inam Commissioner—Royal 8vo—Annual

Do Revenue Settlement parties—Royal 8vo—Annual

Chief Conservator of Forests—General list of Rangers—Royal 8vo—Annual

Do do Foresters—Royal 8vo—Annual

Chief Engineer (G B and R)—Classified List and Distribution Return—Royal 8vo—Half-yearly

Do Distribution Return of Executive Establishment—do—Half-yearly

Chief Engineer, Hydro-Electric Development—Establishment List (Annual)—Royal 8vo.

Establishment Lists—cont

- Chief Secretariat—List of Gazetted Officers—Royal 8vo—Monthly
 Do List of Gazetted Officers—26 Departments—
 Consolidated—Royal 8vo—Quarterly
 Do List of Gazetted officers—Individual depart-
 ments—Royal 8vo—Quarterly.
 Do Annual Supplement—Royal 8vo—Annual
 Do History of Services (Accountant-General)—
 Royal 8vo—Annual
 Do History of Services (P W D)—Royal 8vo—
 Annual
- Commissioner of Excise—Royal 8vo—Quarterly
 Do do Half-yearly
 Do History of Services—Imperial 8vo—
 Annual
- Commissioner of Labour—Royal 8vo—Non-tabular—Annual
- Director of Agriculture—Royal 8vo—Non-tabular—Annual
 Do Fisheries—Royal 8vo—Non-tabular—Annual
 Do Industries—Royal 8vo—Non-tabular—Annual
 Do Public Health—Royal 8vo—Non-tabular—Half-yearly
 Do Public Health—Health Inspectors—Royal 8vo—Half-
 yearly
 Do Public Instruction—Educational Department—Non-
 Gazetted Officers—Royal 8vo
 —Quarterly
 Do Educational Department—
 Gazetted Officers—Royal 8vo
 —Quarterly
- Director of Survey—List of Nos 1 to 5 each of the upper and lower
 subordinates—Royal 8vo—Non-tabular—Annual
- Director of Veterinary Services—Royal 8vo—Annual
- Examiner, Local Fund Accounts—Audit Department—Royal 8vo—
 Annual
- Inspector-General of Police—Royal 8vo—Half-yearly
 Do Prisons—Jail Department—Royal 8vo—Half-
 yearly
 Do Registration—Royal 8vo—Half-yearly
 Do Registration—Graded list of clerks—Regis-
 tration districts—f fo—Annual
- Registrar, Co-operative Societies—Royal 8vo—Annual
 Do High Court—Royal 8vo—Annual
 Do High Court—Seniority List—Royal 8vo—Annual
- Senior Translator to Government—Royal 8vo—Annual
- Secretary, Legislative Council—Royal 8vo—Annual
- Superintendent, Government Press—Establishment list of Govern-
 ment Presses, Royal 8vo—Annual
- Superintending Engineer, Madras Circle—Seniority List of clerks,
 typists and peons—Royal 8vo—
 Annual
 Do Tanjore Circle—List of clerks, etc —
 Royal 8vo—Non-tabular—Annual.

15 Page 104, *Appendix B*—Insert the following against
“Inspector-General of Police” at the end —

“Pamphlet containing important circular orders—Annual.”

G O Ms No 148, Police (Police), dated 1911

4

16 Page 104, *Appendix B*—Insert the following as a fourth item
under “All Collectors” —

“List of Periodical reports and returns”

[G O Ms No 1074, Revenue, dated 19th May 1931]

[First list]

Annual

Board of Revenue—Special Settlement Officers’ Report—in
advance of final orders to District Gazettes—at the Secretariat
Press only

Chief Conservator of Forests—Account work of District Forest
Officers — Accountant-General’s
Review—f fo —Annual

Do Panchayat (Forest) Progress Report
—Quarterly

Chief Engineer, (G B and R)—Statement of final modification of
grants

Chief Inspector of Factories—List of Factories in the Madras
Presidency and Indian States (Annual)

Chief Secretariat Library—Accessions—f fo —Monthly

Commissioner of Police—List of fares and distances—Royal 8vo—
Annual

Director of Agriculture—Statistics (Agriculture)—f fo —Annual

Do Industries—Results of Boring operations—Royal 8vo
—Annual

Inspector-General of Police—Addenda and Corrigenda to Police
Order Book—Quarterly

Inspector-General of Registration—Correction list to the Registra-
tion Manual—Royal 8vo—Annual

Law Reporter—I L R —Royal 8vo—Monthly

Do Annual Index—Royal 8vo

Superintendent, Government Press—Catalogue of Government Pub-
lications—Demy 8vo—Half-
yearly

Do List of Official Publications
—Royal 8vo—Half-yearly

Do List of Acts and Publications
—Demy 8vo—Half-yearly

Superintendent of Stationery—Price list of articles issued from the
Stationery Stores—Royal 8vo—Annual, not to be published in the
Gazette.

APPENDIX C.

(See paragraph 207)

LIST OF OFFICERS WHO HAVE BEEN EMPOWERED TO INDENT FOR ANY
ACT, CODE, SET OF RULES OR LAW REPORTS, MADRAS
SERIES, IN STOCK

Non-official Members of the Legislative Council will be supplied free of cost and without application being made with copies of the following publications —

(a) Proceedings of the Madras Legislative Council

(b) All published reports of the various branches of the administration of the Madras Presidency, including the Presidency Administration Report, and

(c) *The Fort St George Gazette*, including supplements, the supply of vernacular supplements and vernacular Acts being limited to one language

(d) Any other official publications of the classes usually available to the public for which they may *specialy apply*

NOTE —(i) The supply will be restricted to publications dealing with administrative matters and likely to be needed by non-official member in the exercise of his function and will not permit the supply of books merely of general or literary interest

(ii) Publications of permanent value, such as Codes, Statutes and Manuals, should be returned at his own cost to the Superintendent, Government Press, by the non-official member to whom they are supplied on the termination of his tenure of office

(iii) The applications should be addressed to the Secretary, Legislative Council, who will forward them to the Superintendent, Government Press

Supply to Official Members requires the special sanction of Government

Administrator-General and Official Trustee *

Advocate-General *

Assistant Secretaries to Government

Board of Examiners, President

Board of Revenue, Secretary

Chemical Examiner

Chief Engineer for Irrigation *

Chief Engineer, Public Works Department, General Buildings and Roads

Chief Engineer, Hydro-Electric Development

Chief Judge, Court of Small Causes

Chief Presidency Magistrate

Collectors *

Commissioner of Excise

Do for Government Examinations

Do of Police *

Do of Labour *

* Officers empowered to obtain publications, the cost of which does not exceed Rs 2 each

Commissioner under Workmen's Compensation Act *
 Consulting Architect *
 Deputy Secretaries to Government
 Director of Agriculture
 Do Fisheries
 Do Industries
 Do Land Records
 Do Public Instruction
 Do Veterinary Services *
 Do Public Health *
 Do Survey *
 District and Sessions Judges
 District Magistrates
 Examiner of Local Fund Accounts *
 General Hospital, Senior Medical Officer
 Government Solicitor *
 High Court Registrar
 Hindustani Translator to Government *
 Inspector-General of Police
 Do Prisons
 Do Registration
 Judge, City Civil Court
 Kanarese Translator to Government *
 Librarian, Chief Secretariat
 Malayalam Translator to Government *
 Military Secretary to His Excellency the Governor
 Private Secretary to His Excellency the Governor *
 Registrar-General of Births, Deaths and Marriages *
 Registrar of Co-operative Societies
 Sanitary Engineer *
 Secretaries to Government
 Secretary, Rules Committee
 Senior Translator to Government *
 Special Settlement Officers *
 Superintendent, Government Museum
 Superintendent of Stamps *
 Do Stationery
 Superintending Engineers *
 Surgeon-General
 Telugu Translator to Government *
 Under Secretaries to Government

* Officers empowered to obtain publications, the cost of which does not exceed Rs 2 each

5 Page 107, Appendix D—Insert the following above the item
 “Superintendent, Government Museum” —

“Chairman, Madras Services Commission”

[G O Ms No 714, Finance, dated 10th November 1930]

[First list]

Chief Secretary

Director of Public Health

Director of Public Instruction

Inspector-General of Police

Do Prisons

Do Registration

Members of the Executive Council

Military Secretary to His Excellency the Governor

Principal, Engineering College—Diplomas

Private Secretary to His Excellency the Governor

Registrar, High Court of Judicature

Secretaries to Government—Colour embossing of crests on forms
 used in the Secretariats will be confined to letter, order and
 memorandum forms and demi-official papers and covers

Secretary to the Legislative Council—Plain embossed forms of
 Royal Arms and inscription “Legislative Council,” and blue
 embossed note paper and envelopes for sale to Members of the
 Legislative Council

Superintendent, Government Museum—Plain embossing on stand-
 ard form No 5

Surgeon-General

21 Page 108, *Appendix E*—Insert the following as the first item under “ Secretariat Presses ” —

“ Accountant-General as Treasurer of Charitable Endowments
—Forms required for the administration of charitable endowments ”

[G O Ms No 655, Finance (Pension), dated 17th October 1931]

[First list]

Secretariat Presses

Application for appointment of sub-registrars as magistrates
(supplied direct from Government Press to District Magistrates)

Board of Revenue (Land Revenue and Settlement)—Rules regarding
selection, felling, etc , of sandalwood—to be printed with the
forms to be appended to the pamphlet

Record labels in two colours

Descriptive memoir forms

Diglot register headings—and inner sheets

Diglot registers and memoirs

Forms for Special survey operations, Madras

Errata slips to Settlement registers

Cinchona Plantations—Instructions for self-treatment

Co-operative Societies—List of—in the Presidency—to be printed
once in a year or eighteen months in solid form, spelling of names
to agree with authorized list in Printing Manual

Court of Wards forms for estates or for the estates branch of
Collectors' offices

Court of Wards Manual forms not included in rule 71 (11) thereof—

Statement of tour performed

Miscellaneous—Covering dockets

Routine—Covering dockets

Court of Wards talapal forms.

Reference order forms

Proceedings with docket

Court of Wards draft forms

Half-margin ruled sheets

Docket for currents

Despatch bundle forms.

Index double forms

Record dummy slips.

Record bundle docket

Year slips

Circulation slips.

Reminder forms issued for Court of Wards records.

Court of Wards—Notice regarding grouping of villages in Chittoor.
Criminal Investigation Department—Exempt only as far as annual
indents for special forms are concerned.

Do.

Name slips for pasting on covers.

23. *Page 109, Appendix E.—Insert the following after the item “Excise Intelligence Bureau, etc.” :—*

“Excise Circles—Note-books of General Information.”

[G.O. No. 685, Finance, dated 3rd November 1931.]

[First list]

- Additional instructions for the guidance of superintendents.
- Application for assistant examinership.
- Bank receipt form.
- Circular programme regarding assistant examiners' meetings.
- Distribution statement.
- Examination papers if not less than 25 copies are required.
- General instructions for the guidance of superintendents.
- Instructions for the preparation of nominal roll.
- Instructions regarding practical examination in physics, etc.
- Instructions to candidates in practical physics and chemistry.
- Instructions to tabulators.
- Letter to headmasters regarding the despatch of stationery, etc.
- List of examiners and assistant examiners.
- Practical examination report form.
- Scale of remuneration.
- Secondary school-leaving certificate books.
- Special instructions to superintendents for the examination in elementary mathematics, etc.
- Special instructions to superintendents in practical physics.
- Special instructions to examiners and assistant examiners.
- Squared sectional paper.
- Supplemental instructions for the guidance by Superintendents.
- Supplemental instructions regarding practical examination in physics, etc.
- Table of sines, tangents and reciprocity.
- Text books for detailed study in Indian languages for T.S.L.C. Examination.
- Excise Licensing Board—Minutes.
- Excise Intelligence Bureau—Confidential list of smugglers of contraband drugs.
- Finance Department—Blank forms for Budget Estimates with some figures filled in.
- Forest College Day—Invitation cards—Annual.
- Forest kancha permits for Chingleput (diglot).
- Do. working plans forms for Malabar.
- Gazette notices—Spare copies from same type are supplied if order is given before the notice is published.
- Government Colleges—Names of students on separate slips for pasting on standardized form.
- Government House—Engagement lists and other work, except forms and registers standardized for the Military Secretary and Private Secretary.

FIRST LIST OF CORRECTIONS TO THE REVISED PRINTING MANUAL—PART I

1 Page 110, *Appendix E*—Delete the first sentence in the second item “Indents for European stores, etc” and substitute the following —

“Indents for European stores should ordinarily be typewritten. They may be printed if expected to cover more than ten typewritten pages of the skeleton indent form C F 275, the maximum number of copies being restricted to 12”

[G O Ms No 665, Finance, dated 15th October 1930]

[First list]

Depressed Classes Hostel, Calicut

(5) Form of application for admission to the Sundaracharlu Hostel, Salem

(6) Form of expenditure register for hostels

Industries—Statistics—Statement of large industrial establishments (50 copies)

Industries—Education Institution—Prospectuses (minimum copies to be printed—50)

Chief Engineer for Irrigation—Forms of complete and skeleton boat registers

Irrigation—Statement of advances

Gauging of discharges in rivers by meter

Slips for river charts of the Coleroon, III Circle

Labels for Madras Record office and slips to complete these labels, if not less than 300 and 100 respectively of each kind are required

Labels for move to the Hills—On indent of officer of not lower rank than Assistant Secretary

Labels of addresses for gazettes and other regular publications at Madras presses

Do Registration department for District Registrars

Labels for maps of reserved forests (five copies)

Land Revenue—Lease deed form

Law Reporter—Memorandum for publication, register of cases, remarks register, register for copy, and register for original judgments may be printed and supplied on triennial indents, though less than fifty copies are required annually

Madras Museum and Marine Aquarium—Labels for specimens

Medical College—Dissection cards for Anatomy classes, five kinds.

Do Labels for bottles, 41 kinds

Do do for Hygiene department

Do Application form for stipends to women students.

Passports for criminal tribes—Chittoor only.

Passport forms—Overprinting for Collector of Madras and District Magistrates on—

Plague—List of officers to be submitted in print, but need not be reprinted monthly, minor alterations being made in manuscript

Police—Name slips of superior officers for pasting on covers.

Police—Rules of the various Standing Guards in the Madras City (in diglot)

Presidency College—Attendance sheets with printed names—Temporary.

Presidency Magistrate—Circulars, etc., for Honorary Magistrates

Public Health and Vaccination forms

Public Works Department—Forms of water readings in Godavari (pending standardization)

Standard specification for circles

Register of public buildings in a special form interleaved

Register of Electrical Installations (interleaved copies)

Schedule of rates—With large spaces between items and blank columns, irrespective of cost. If corrections are numerous, the schedules should be printed, otherwise the corrections to be submitted in manuscript

Register of births and deaths—Names of villages may be printed on slips on biennial indents for pasting in—

Registers of licences under the Arms Act, Forms A-1 and A-2

Registration Department—Skeleton form of cases and documents in Book I and muchilikas. Proofs to District Registrars who will indent direct

Return of vital statistics—Form of side headings to—for Chingleput district once in four years

Season Report forms and prices of grains—Slips of the names of stations to fit the standardized forms may be printed

Secretariats only—Forms to be punched for tagging

Special Revenue Inspectors on palm disease, Godavari and Kistna—Work bill form and diary form for—

Veterinary Department—Medicine label books. Also circulars and other communications of professional and scientific importance— if more than 50 copies are required (not routine circulars)

District Collectors—

Abkari receipt voucher

Agency shop licences

Detail list of arrears of excise revenue

Excise D C B posting book

Do Particulars of D C B statement

Do List of deposits for bids

Do Register of deposits by purchasers

Do do excess collections

Form for resale of shops

District Collectors—cont

Forms showing the land-cess account of shrotriyam and zamindari villages—Cost to be recovered from the local boards concerned

Future adjustment enclosure to D C B statement

Initial deposit receipt

Land Revenue D C B statements

Lump collections under minor excise heads

Memorandum of results of examination of accounts

Notice regarding resale of shops.

Opium and ganja passes

Particulars of duty on country spirits

Permit under the Abkari Act to transport

Provisional demand forms A, B and C

Receipt sale, etc , of abkari books

Receipts and sales of dram measures and bung-rods

Register of results of auction sales of shops

Statement of excise receipts for Collector

Statement of wastages of arrack

Taluk chitta

Land cess forms, A and B Each Collector may use his own form

T T -9A—Names of toddy shops overprinted on—forms on triennial indents

T and A form 118—Separate slips with names, etc , of pensioners to be pasted on this form

Agreements relating to Forest contracts—Appendices XXI to XXVII, Forest Code

Labels of addresses for gazette distribution after Board's sanction

Proceedings or memorandum of Collector confirming sales

Bid list of toddy, opium, etc , shops

Sale list of toddy, arrack, opium, etc , shops

Coimbatore Jail Press

Standing Orders of the Forest College, Coimbatore—to be re-printed when necessary (triennial)—50 copies staff edition and 130 copies student's edition

Ganjam District Press

Agency licence form, arrack shops—Oriya

Cannanore Jail Press

A-3 Statement of excise collections, and enclosure

Notice suspending abkari shop licences

Order to adhkariis about suspending shops

Posting statement of transaction in arrack depots

Resale report form

Monthly list of T T -7-A receipts granted

Account particulars of miscellaneous items

Amindivi coir statement for Port Officer

Notice regarding resale of shops

Vellore Jail Press

Registration of road traffic forms.

Special exceptions to other rules

Covers of the Board of Examiners for despatch of papers to examining officers are exempt from rule as to maximum number that may be printed

Covers—The maximum limit is relaxed for confidential and ordinary covers addressed to the Inspector-General of Registration for use by district registrars

File-books for the Inspector-General of Registration are treated as 'forms' and supplied by the press to units on consolidated indents

Proofs, more than three copies—(See paragraph 67)

Law Reports—one set of ten

Legislative questions and answers—four each

Legislative Council Proceedings—six proofs

Secretariats—Weekly indexes —

Development Department—twelve

Finance Department—twelve

Law and Education Department—fourteen

Local Self-Government Department—twenty

Public Department—ten

Public Works and Labour Department—twelve

Revenue Department—seventeen

APPENDIX F

(See paragraph 180)

**CLASSES OF BINDING WORK WHICH MAY ORDINARILY BE BOUND AND
SPECIAL EXEMPTIONS SANCTIONED (RULES 180 TO 191)**

- Acts—separately for Secretariats and Board of Revenue, High Court offices, Judicial and Magisterial offices, Inspector-General of Registration and Director of Town-Planning
- Acts, Local Legislature—in yearly volumes for Secretariat, Board of Revenue and Private Secretary
- Acts, Local Legislature—in three-yearly volumes for general offices not lower than Deputy Commissioners' offices in Excise Department Bills should not be bound for Registrar's or any such offices
- Acts, Regulations and Ordinances of Imperial Legislature—annually, with printed label
- Army Lists—for Secretariats only
- Board's proceedings and Government orders for subordinate offices—not lower than those of tahsildar, inspector in Excise and Educational Departments
- Board's proceedings and indexes—at Madras for district supply—cheap and durable form
- Books—Secretary, Madras Legislative Council
- Case sheets—Surgical and Medical—Presidency hospitals
- Cases for preservation of records—Madras Record office
- Circulars of the High Court and Surgeon-General, in volumes as indexed—Circulars or Standing orders of other departments not indexed and not required constantly for reference are to be preserved in file books Office orders, service orders, etc., should be filed, not bound
- Criminal Intelligence Gazette, Excise Supplement—all offices, in three-yearly volumes for Assistant Commissioners of Excise
- Criminal Intelligence Gazette, Madras, and Secret Abstracts—for all offices in the Presidency
- Criminal Intelligence Gazette, other Provinces—for Deputy Inspector-General of Police, Railways and Criminal Investigation Department
- Cultivation sheets of the Agricultural Department
- Current Registers of the Administrative department of the High Court—half leather
- Director's proceedings—Educational officers not lower than Inspectors
- Disposal lists, printed—Board of Revenue
- District Gazettes—Educational portion only—in the Director's and inspectors' offices only
- District Gazettes of all districts—Secretariat and Board of Revenue (Land Revenue and Settlement), High Court.

- District Gazettes of special districts—all Revenue officers down to deputy tahsildars in that district but not other subordinates, they are not to be bound for schools, Registration nor other offices where the preservation for longer than five years is not required by Government orders
- Draft judgments of mufassal courts—by private agency on contract
- Establishment lists—for Secretariats only
- Establishment lists—List of officers in the Registration Department—three copies, cardboard, others, paper wrapper
- Field measurement books—for Director of Survey
- File books—half leather and cloth sides—Registrar-General of Births, Deaths and Marriages
- Finger-print registers—Criminal Investigation Department
- Flat file boards, thin (forty) annually—Commissioner of Police, Madras
- Gazettes—Portions relating to Examinations—Board of Examiners.
- Gazettes, Fort St George, India, and other Provinces and Countries—Secretariats, Board of Revenue, High Court, and Madras Record office
- Gazettes, sufficient copies of parts required for permanent reference only—Offices of heads of departments, Collectors (and subordinates higher than tahsildars), civil and criminal courts, Superintendent of Stationery, Educational officers not lower than inspectors, Madras Record office, Deputy and Assistant Commissioners of Excise Department, King Institute, Superintending Engineers, Conservators of Forests, and Director of Town-Planning Gazettes are not to be bound for district registrars, tahsildars, libraries, hospitals, schools, inspectors of Excise department, assistant inspectors of schools, Inspector of Factories, or other offices where rules do not require preservation longer than ten years
- Government orders, one general file of permanent orders only—for each office if no bound copies are supplied
- Hand blotters, morocco—gilt and plain—Secretariat
- Inam and quit-rent registers—Inam Commissioner
- Indexes to Proceedings—quarterly paper covers, annually in stronger binding for Secretariats
- Indexes, printed—Secretariats and Board of Revenue (half rexine and cloth)
- Indexes, manuscript—Inspector-General of Registration
- Indian appeals—Secretariats, Board of Revenue, High Court, District and Sessions Judges, and Inspector-General of Registration
- Law Reports—all offices
- Legislative Council Proceedings, Madras, and other Legislatures, and publications of other Governments received unbound—Secretariat, Board of Revenue, Madras Record office and Private Secretary

10. *Page 116, Appendix F.*—Insert the following additional item under 'Portfolio' —

" Full cloth boards without gilt letterings on the front—

13 *Page 116, Appendix F* —Add the following at the end of the item " Map mounting " —

" ————— and Local Boards "

17 *Page 116, Appendix F* —Add the following below " Settlement Registers and Maps " —

" Suit Registers of mufassal civil courts—by private agency on contract "

[G O Ms No 3092, Law (General), dated 18th August 1931]

[First list]

Financial and Account Code, except as follows—
required for future reference or use and year books, etc., supplied in publisher's bindings—all offices including Director of Town-planning and Electrical Inspector to Government except offices below Inspectors in the Educational Department when used for reference and not for library purposes Six kinds for Chief Inspector of Factories —For College of Agriculture, to be sent to Ootacamund Branch or local Jail Press

Police Gazettes—in Inspector-General's and Superintendents' offices only To be filed in other cases

Portfolio Half morocco or roan and cloth, gilt sides—Secretariat Quarterly Civil Lists, Madras (full cloth, paper label) and other Provinces (quarter cloth boards)—Private Secretary, Secretariats and Madras Record office

Registration Gazette and Inspector-General's circulars—Secretariats, Inspector-General and District Registrars' Offices Sub-registrars' offices (in five-yearly volumes) To be filed in other cases

Registration records (as paragraph 184) including also appeal orders, encumbrance certificates, list of records transferred, translations, subsidiary indexes, deposition books, power-of-attorney files, but not current and despatch registers, files of correspondence, etc —by private agency on contract

Reports on the working of Agricultural stations in one volume for Director of Agriculture (two bound copies and three in pamphlet form)

Settlement registers and maps—at Madras Presses

Table of effect of legislation—Secretariats, Board of Revenue and Inspector-General of Registration

Table pads—morocco, gilt and blind lines—Secretariat

Vernacular calendars—Judicial departments and Registration offices only (in fifteen-year volumes).

APPENDIX G

(See paragraphs 72 V and VI, 100 and 101)

FORMS SUPPLIED TO OTHER THAN GOVERNMENT OFFICES

FORMS STOCKED BY THE GOVERNMENT PRESS (MOUNT ROAD BRANCH)

Ecclesiastical forms

- Certificate of marriage—English, Tamil and Telugu
 Certificate of receipt of notice—English, Tamil, Telugu, Malayalam and Hindustani
 Indent form (free)
 Notice of Marriage—English, Tamil, Telugu, Kanarese, Malayalam, Hindustani and Oriya
 Notice of Marriage form—English, Tamil, Telugu, Kanarese, Malayalam, Hindustani and Oriya
 Register of Marriages of Indian Christians—English, Tamil, Telugu, Malayalam and Kanarese (free)
 Register of Marriages of Europeans
 Register of Marriages and counterfoil—English
 Register of Marriages—English, Tamil, Telugu and Kanarese
 True extract from register book—English, Tamil, Telugu and Kanarese
 Certificate of no occurrence
 T & A 7—Certificate of transfer of charge to the Ven'ble the Archdeacon of Madras and Presidency Senior Chaplain, Church of Scotland (free)

Factory forms on sale, or free to Government offices

- Form G—Abstract of Act and Rules under the Indian Factories Act XII of 1911, and Rules made thereunder on broadsheet—English, Tamil, Telugu, Kanarese and Malayalam
 Notice to all factory employees—English, Tamil, Telugu, Malayalam, Kanarese and Oriya
 Instructions for First Aid to the Injured—English
 Cards of instructions for the treatment of electric shock (supplied on payment only).

For sale to dealers in arms and ammunitions

- Forms A to D appended to G O No 391, Public, dated 4th April 1929—revised verification rules

For sale to mineowners

- Abstract of the Indian Mines Act (IV of 1923)—English, Tamil, Telugu, Kanarese and Malayalam.

20 Page 118, Appendix G—Add the following to the list of "forms supplied on payment" to the District Educational Councils —

- " C F 6—Register of books, etc, received
- " 98—Reminder form with space for reply
- " 184—Register of books issued from the library
- " 193—Application for casual leave.
- " 194—Application for leave other than casual leave.
- " 197—Requisition to Surgeon for medical or health certificate
- " 199—Register of casual leave

Leave account forms

- T & A. 14—Periodical increment certificate
- " 32-N—Special bill of contingent charges for service postage stamps "

[G O Ms No 1768, Education, dated 8th October 1931]

[First list]

- C F 68—Disposal Register
- C F 70—Disposal Docket wrapper
- C F 96—Reminder form—post card
- C F 106—Receipt book
- C F 118—Cash book (expenditure only)
- C F 119—Cash book (receipts and disbursements)
- C F 120—T A Register of offices
- C F 228—Pay acquittance roll
- C F 345—Register of Stationery
- C F 444—Daily stamp account
- Common covers and economy labels with printed addresses
- T & A 1—Chalan
- T & A 3—Voucher for miscellaneous payments
- T & A 9—T A bill of gazetted officers
- T & A 11-A—Establishment pay bill, half sheet
- T & A 13—Absentee statement
- T & A 15—Travelling allowance bill of establishment
- T & A 31—Detailed contingent bill (general use)
- T. & A 44-A—Register of contingent charges (general use).
- R F XXII—N 35—Objection statement (outer sheet)
- R F XXII—N 35-A—Objection statement (inner sheet)

FORMS PRESCRIBED FOR THE USE OF OFFICIAL RECEIVERS.

List No I

Indent to be submitted in triplicate to the High Court on 1st April.

To be supplied free of cost

- 1—Quarterly statement of receipts and expenditure
- 2—Dividend Register (C R No 67)

- 3—Register of assets (C R No 68)
- 4—Register of insolvency petitions received (C R No 7)
- 5—Register of insolvency petitions disposed of (C R No 13)
- 6—Register of proceedings in insolvency subsequent to order of adjudication (C R No 13-A)
- 7—Cash Book (C R No 70)
- 8—Register of commission bills (C R No 72)
- 9—Register of dividend bills (C R No 73)
- 10—Diary Register (C R No 16)
- 11—Official Receiver's Hearing Book
- 12—Register of leases
- 13—Treasury Pass Book (T & A No 158)
- 14—Remittance chalan (T & A-1 to 1-c) in diglot
- 15—Contingent Bills (T & A No 30)
- 16—Ledger Book (T & A No 132)
- 17—Contract Contingent Bill Forms (T & A No 32-c)
- 18—Pay Bill Forms (T & A No 11 or 11-A)
- 19—Contingent Bill Forms for service postage label, etc (T & A No 32-N)

List No II

Indent to be submitted to the High Court on 1st March

To be supplied on payment

- 1—Contingent Register—English
- 2—Counterfoil Receipt Books (machine numbered)—English
- 3—Notice by the Official Receiver to be affixed to the notice board—English
- 3-A—Notice by the Official Receiver to be affixed to the notice board—Tamil
- 3-B—Notice by the Official Receiver to be affixed to the notice board—Telugu
- 3-C—Notice by the Official Receiver to be affixed to the notice board—Malayalam
- 3-D—Notice by the Official Receiver to be affixed to the notice board—Kannarese
- 3-E—Notice by the Official Receiver to be affixed to the notice board—Oriya
- 4—Notice of hearing to be sent to parties—Tamil
- 4-A—Notice of hearing to be sent to parties—Telugu
- 4-B—Notice of hearing to be sent to parties—Malayalam
- 4-C—Notice of hearing to be sent to parties—Kannarese
- 4-D—Notice of hearing to be sent to parties—Oriya
- 5—Sale notice cards—Tamil
- 5-A—Sale notice cards—Telugu
- 5-B—Sale notice cards—Malayalam
- 5-C—Sale notice cards—Kannarese
- 5-D—Sale notice cards—Oriya
- 6—Dividend notice card to creditors—Tamil
- 6-A—Dividend notice card to creditors—Telugu

- 6-b—Dividend notice card to creditors—Malayalam.
- 6-c—Dividend notice card to creditors—Kanarese
- 6-d—Dividend notice card to creditors—Oriya
- 7—Notice cards to creditors under Section 64 of Act V of 1920—
Tamil
- 7-A—Notice cards to creditors under Section 64 of Act V of 1920—
Telugu
- 7-B—Notice cards to creditors under Section 64 of Act V of 1920
—Malayalam
- 7-c—Notice cards to creditors under Section 64 of Act V of 1920
—Kanarese
- 7-d—Notice cards to creditors under Section 64 of Act V of 1920—
Oriya
- 8—Letter forwarding notices for publication in the Gazette—
English
- 9—Letter to Court for sanction to sell book debts of the insolvent
by publication—English
- 10—Notice under Section 64 for publication—English—Tamil
- 10-A—Notice under Section 64 for publication—English—Telugu
- 10-B—Notice under Section 64 for publication—English—Malaya-
lam
- 10-c—Notice under Section 64 for publication—English—Kanarese
- 10-d—Notice under Section 64 for publication—English—Oriya
- 11—Statement A showing receipts and expenditure in an insol-
vency petition—English
- 12—Statement B showing amount available for the distribution
of dividend in an insolvency petition according to statement A—
English
- 13—English report forms under Rule 16—English
- 14—Notice to contesting respondents to set aside alienations—
Tamil
- 14-A—Notice to contesting respondents to set aside alienations—
Telugu
- 14-B—Notice to contesting respondents to set aside alienations
Malayalam
- 14-c—Notice to contesting respondents to set aside alienations—
Kanarese
- 14-d—Notice to contesting respondents to set aside alienations—
Oriya
- 15—Notice cards to respondents to discuss the method of realizing
the outstandings—Tamil
- 15-A—Notice cards to respondents to discuss the method of realiz-
ing the outstandings—Telugu
- 15-B—Notice cards to respondents to discuss the method of realizing
the outstandings—Malayalam
- 15-c—Notice cards to respondents to discuss the method of realiz-
ing the outstandings—Kanarese
- 15-d—Notice cards to respondents to discuss the method or realiz-
ing the outstandings—Oriya
- 16—Cheque Books (Bank) (C M F No 14)—Book of 100 forms

- 17—Cheque Books (Treasury) (C M F No 15)—Book of 100 forms.
- 18—English letter forms to return summonses to Court after acknowledging their receipt (C F No 53)
- 19—English letter forms to send sale proclamation to Courts (C F No 52)
- 20—Proclamation of sale (C P C No 65) of movable property—English
- 20-A—Proclamation of sale of movable property (C P C No 65-A)—Tamil
- 20-B—Proclamation of sale of movable property (C P C No 65-B)—Telugu
- 20-C—Proclamation of sale of movable property (C P C No 65-C)—Malayalam
- 20-D—Proclamation of sale of movable property (C P C No 65-D)—Kanarese
- 20-F—Proclamation of sale of movable property (C P C No 65-L)—Oriya
- 21—Proclamation of immovable property (C P C No 66)—English
- 21-A—Proclamation of immovable property (C P C No 66-A)—Tamil
- 21-B—Proclamation of immovable property (C P C No 66-B)—Telugu
- 21-C—Proclamation of immovable property (C P C No 66-C)—Malayalam
- 21-D—Proclamation of immovable property (C P C No 66-D)—Kanarese
- 21-E—Proclamation of immovable property (C P C No 66-E)—Oriya
- 22—Official Receivers' Proceedings and note paper (C.P C No 112)—Judges' note paper
- 23—English Schedule Forms
- 24—(28 to 28-D)—Vernacular Batta Memo Forms—Tamil
- 24-A—(28 to 28-D)—Vernacular Batta Memo Forms—Telugu
- 24-B—(28 to 28-D) Vernacular Batta Memo Forms—Malayalam
- 24-C—(28 to 28-D) Vernacular Batta Memo Forms—Kanarese
- 24-D—(28 to 28-D) Vernacular Batta Memo Forms—Oriya
- 25—Covers (big size)
- 26—Covers (small size)
- 27—Deposition forms (C M F No 70 or C F No 394)—English standardized in G O No 1870 of 1924, dated 23rd June 1924
- 28—Index Form (C M F No 71)—English standardized in G O No 1870 of 1924, dated 23rd June 1924
- 29—T A Bill form (T A No 15) of establishment
- 30—T A Bill form (T A No 15-A) yellow form, not payable
- 31—Local Delivery Book (C F No 61)—Book of 100 pages
- 32—Detailed Register of Documents and Court Fees (C R No 17)—Book of 200 openings each
- 33—Daily Register of Court Fees (C R No 18)—Book of 120 openings
- 34—Salary Acquittance Roll (C F No 228)—Book of 100 forms.

- 35—Register of papers
letters received (C R No 55)—Book of 200 openings
- 36—Register of papers despatched (C R No 56)—Book of 200 openings
- 37—Document Register (C R No 69)—Book of 50 openings
- 38—Account book of service postage stamps (C R No 57)—Book of 100 openings
- 39—Skeleton indent for forms to be supplied on payment to Official Receivers.
- 40—Skeleton indent for forms to be supplied free to Official Receivers
- 41—Skeleton indent for stationery articles to be supplied on payment to Official Receivers

FORMS SUPPLIED TO LOCAL BODIES AND OTHERS ON ANNUAL INDENTS
OR STOCKED FOR SALE (MINI BUILDINGS)

Forms printed on indent and supplied free

Comparative Annual Account and Budget Estimate forms for District Board, Taluk Board and Municipalities (consolidated)
Abstract of Comparative Annual Account and Budget Estimate forms.—

Part I A General Account

Part II Particulars of net surplus or deficit under general fund

Special Service Accounts

Statement of assets and liabilities

Comparative Annual Account and Budget estimate forms for Union Boards

Abstract of Do do

C F 30—Letter form to Government

Veterinary Forms

Veterinary forms are supplied direct to local and private bodies in charge of veterinary institutions on payment of cost on consolidated indents sent through the Director of the Madras, Veterinary Department, with his own requirements, annually. He keeps small stocks for supply at other times for the newly opened institutions

Last of standardized and stock forms, etc., for supply to Local Bodies by Government Press (prescribed in G O No 2764, L & M, dated 31st July 1925)

Indent form for forms with chalan

R F XXII-N Group

- 12—Register of estimates and allotments, L F 75 (Book of 40 forms)
- 13—Miscellaneous agencies register of works, L F 94 (Book of 25 forms).

- 15—Register of alteration of grants, L F 125 (Book of 60 forms)
- 18—Audit register of wages paid to maistries, L F 157 (Book of 25 forms)
- 19—Travelling Allowance Audit Register, L F 158 (Book of 25 forms)
- 20—Contingent Audit Register, L F 159 (Book of 75 forms)
- 30—Account of expenditure out of special provincial grants, L F 181 (Book of 20 forms).
- 35—Objection statement (outer sheet)
- 35-A—Objection statement (inner sheet)
- 11—Register of receipts and expenditure on account of endowments
—English
- 14—Register of investments
- 23—Register of receipts of local fund cash deposits
- 23-A—Register of repayments of local fund cash deposits
- 33—Statement of lapsed deposits
- 34—Statement of provident fund subscriptions
- 42—Memorandum of alterations to be made in the local fund treasury account

R F III-A Group

- 8—Enclosure C to No 2, statement of Government and private plantations and topos
- 10—Enclosure E to No 2, statement showing particulars of ayacut
- 11—Statement No 3, register of charges of entry of fields
- 15—Statement No 5, Part I—Land Revenue remissions
- 20—No 7, statement of miscellaneous revenue
- 25—No 10, section I, individual chitta
- 26—No 10, section II, showing details of settlement
- 33—Statement No 14, abstract of daily collections from each individual
- 38—No 16, statement showing the liability of each individual
- 41—Register of births, where Madras Act III of 1899 is not in force (In diglot)
- 42—Register of births, where Madras Act III of 1899 is in force (In diglot)
- 43—Register of deaths, where Madras Act III of 1899 is not in force (In diglot)
- 44—Register of deaths, where Madras Act III of 1899 is in force. (In diglot)
- 47—Register of cattle disease and mortality (In diglot)
- 48—Statement showing mortality among cattle and horses (In diglot.)

R F VII Group.

- 2—Statistics of mortality among cattle, horses and ponies

R F XXII-O Group

- 1—D Distribution register (in 5 volumes)

R F XXIX Group

- 11—Receipt for impounded cattle (Book of 100 forms) (In diglot)
- 12—Receipt for fines and feeding charges paid (Book of 100 forms) (In diglot)
- 13—Pound-keeper's register (Book of 50 forms) (In diglot)
- 37—Establishment Audit Register L F 156 (Book of 25 forms)
- 44—Further remarks on the replies to the objection statement on the audit and examination of the accounts [S F 45 (a) and L F 167 combined]

Irrigation Cess Fund Forms

- 1—Demand register of irrigation cess (No 20)
- 2—Statement showing channelwar demand of irrigation cess (No 21)
- 3—Statement showing the channelwar collections of irrigation cess (No 22)
- 4—Demand register of irrigation cess (No 23)
- 5—Register of channelwar expenditure (No 24)
- 6—Demand, collection and balance of irrigation cess fund (No 26)
- 7—Statement showing the financial position of the irrigation cess fund (No 27)
- 8—Revised and budget estimates of receipts and charges of the irrigation cess fund (No 28)
- 9—Posting register of receipts and charges of the irrigation cess fund (No 50-A portion)
- 10—Statement showing receipts and charges under the irrigation cess fund (No 51)
- 11—Irrigation cess fund voucher list [No 24 (a)]

R F XVIII-A Acquisition of Land

- 9—Statement to be jointly prepared by an officer of the department requiring lands and an officer of the Revenue Department and to be signed by the District Collector

Treasury and Account Code Forms

- 1—Chalan forms (In diglot)
- 3—Voucher for miscellaneous payments, white (In diglot)
- 3—Voucher for miscellaneous payments, yellow (In diglot)
- 5—Last-pay certificate
- 6—Gazetted officer's salary bill
- 6-A—Gazetted officer's salary bill—yellow form (not payable)
- 9—Travelling allowance bill of gazetted officer
- 9-A—Travelling allowance bill of gazetted officers, yellow (not payable)
- 11—Establishment pay bill (full sheet) payable at Treasury.
- 11-A—Establishment pay bill (half sheet)
- 12-A—Establishment pay bill (yellow form, half sheet)
- 13—Absentee statement
- 13-B—Absentee statement (small size)

- 14—Periodical increment certificate
- 15—Travelling allowance bill of establishment
- 30-A—Detailed contingent bill (Land Revenue District Administration)
- 31—Detailed contingent bill (general use)
- 31-A—Detailed contingent bill (general use) yellow form
- 44-A—Register of contingent charges (general use)
- 54—Statement showing compensation awarded for land taken up
- 96—Details of vouchers debited to heads of expenditure
- 104—Treasury cash book or day book (Accountant's use)—Book of 100 forms
- 116—Pensioners' receipts—single (In diglot)
- 118-A—Pensioner's receipt (consolidated form without certificate)
- 218—Chalan for Government transactions with the Imperial Bank and its branches—Book of 200 forms
- 252—Detailed statement of establishment as it stood (office copy)
- 253—Detailed statement of establishment as it stood (fair copy)
- 253-A—Statement of permanent establishment
- 254—Detailed statement of new names (office copy)
- 255—Detailed statement of new names (fair copy)
- 256—Abstract of sanctioned scale

Common Forms

- 1—Current register for disposal system (Book of 50 forms)
- 3—Current register of periodicals (Book of 50 forms)
- 5—Register of petitions (Book of 50 forms)
- 6—Register of books, etc., received
- 8—Personal register of papers (Book of 50 forms)
- 9—Register of distribution of papers (Book of 100 forms)
- 13—'Confidential' docket
- 16—Drafts, half-margin, ruled
- 16-A—Drafts, half-margin, ruled (small)
- 17—Drafts, half-margin, unruled
- 17-A—Drafts, half-margin, unruled (small)
- 24—Red slips—'Urgent'
- 28—Red slips—'Confidential'
- 32—Letter form, general (full sheet)
- 32-A Do (half sheet)
- 32-B Do (post card)
- 33—Memorandum (full sheet)
- 34 Do (half sheet)
- 34-A Do (post card)
- 41—Endorsement form (post card)
- 44—Letter acknowledging receipt of communication and stating that early attention will be given to (post card)
- 56—Memorandum forwarding vouchers or other documents
- 60—Despatch register (Book of 50 forms)
- 61—Local delivery book (Book of 50 forms)
- 67—Index forms
- 68—Disposal register (Disposal system) (Book of 100 forms).

Common Forms —Cont

- 70—Disposal docket wrapper
- 71 & 72—Flat-file disposal docket
- 73—Slips for papers taken out of records
- 74—Record issue register (Book of 100 forms)
- Label for record bundles—
 - 76—Spare copies
 - 79—Disposal files
 - 80—Disposal files (small)
 - 82—Lodged papers (small)
 - 83—Arabic figures
- 86—Slips for 'Proceedings'
- 87—Slips for 'Office registers'
- 88—Current register extract slip
- 90—List of papers issued from the record and not returned
- 92—Requisition for records (in counterfoil)
- 96—Reminder form (post card)
- 98—Reminder form with space for reply
- 99—Call book
- 103—Receipt of books (articles) lent to students from library (stores) In counterfoil book of 100 forms
- 107—Acknowledgment for the receipt of money or cheques (triplicate)
- 118—Cash book (expenditure only) (Book of 100 forms)
- 119—Cash account (receipts and disbursements)
- 123—Audit slips in triplicate
- 125—Objection statement on vouchers for pay bills
- 154—Register of cheques received (Book of 100 forms)
- 155—Application for remittance transfer receipt
- 175—Register of waste papers sold
- 180—Statement of irrigated lands on which a separate charge for water is levied
- 183—Catalogue of books in the library
- 184—Register of books issued from the library
- 186—Attendance register
- 188—Late and absent register
- 192—Register of clerks attending office on close holidays
- 193—Application for casual leave
- 194—Application for leave other than casual
- 196—Memorandum to produce medical certificate
- 197—Requisition to Surgeon
- 199—Register of casual leave
- 200—Register of leave other than casual leave
- 204—Register of service books (Book of 100 forms)
- 208—Confidential register
- 211—Defaulter book
- 212—Establishment fine book
- 213—Statement showing punishment inflicted on subordinates
- 221—Memorandum on application for employment
- 222—Register of applications for appointment
- 228—Pay acquittance roll (Book of 100 forms)

Common Forms —Cont

- 235—Service roll (inferior servants)
- 238—Application for pension gratuity
- 239—First page of pension gratuity
- 242—Pension payment order of conveyance
- Sanction of certificate for hire of conveyance, etc —
 - 249—Form A
 - 250 Do B
 - 251 Do C
- 252—Certificate for actual expenses by special means of conveyance under article 1037, Civil Service Regulations
- 253—Certificate for actual expenses of a messenger for journeys made under article 1087, Civil Service Regulations
- 256—Statement of immovable property acquired or transferred (In diglot)
- 269—Register of unserviceable articles
- 270—Register of articles broken, lost or damaged
- 271—Register showing disposal of condemned articles
- 286—Register of articles kept in cash chest
- 287—Security register (Book of 100 forms)
- 291—Notice inviting tenders
- 298—Measurement book (100 pages)
 - Do (50 pages)
 - Do (25 pages)
- 299—Carbon book
- 309—Requisition for tickets for indigent persons proceeding to or from Pasteur Institute, Coonoor (Book of 25 forms)
- 310—Form of information of despatch of patients to the Pasteur Institute for anti-rabic treatment
- 319—Schedule of subscription to General Provident Fund
- 320—Statement of deductions on account of Postal life insurance fund
- 342—Indent for stationery articles
- 342-A—Blank annual indent for stationery articles
- 343—Supplementary indent for stationery articles
- 345—Stock book of articles of stationery and printed forms (Book of 100 forms)
- 346—Stock book of articles periodically or occasionally used (Book of 100 forms)
- 349—Skeleton form of indent for forms
- 355—Flag—
 - Capitals (set of 26 letters—A to Z)
 - Small letters (set of 26 letters—a to z)
 - Roman figures (set of 10 figures—I to X)
 - Arabic figures (set of 10 figures—1 to 10)
- 360—Register of field stones (all *vernaculars*)
- 362—Rainfall register
- 375—School fee register for colleges and schools
- 376—Register of admission and withdrawal—colleges and secondary schools
- 378—Mark register for colleges.

Common Forms—Cont

- 381—Conduct certificate for schools and colleges
 382—Transfer certificate for schools and colleges
 383—Attendance register for colleges and schools
 397—Notice of birth
 398—Notice of death
 399—*Nil* certificate of births and deaths
 400—Certificate of truth of copies of entries sent to the Registrar-General
 430—Levelling books (large)
 431 Do (small)
 440—Personal register (Book of 50 forms)
 441—Fair copy register (Book of 25 copies)
 442—Distribution register (book of 25 copies)
 443—Register of new cases
 444—Daily stamp account (Book of 25 forms)
 445—Periodical register (Book of 50 forms)
 446—Index slips (cut slips punched with two holes)
 447—Index binders
 448—'N' reference slips
 449—Arrear list
 Leave account forms (outer)
 Do (inner)
 464—Step index

Common Covers (Blank)

- | | | |
|--|---|---|
| 8 (1)—Size $16'' \times 11\frac{3}{4}''$ | } | 8 (5)—Size $10'' \times 4\frac{1}{2}''$ |
| 8 (3) Do $16\frac{1}{4}'' \times 6''$ | | 8 (6)—Do $9\frac{3}{8}'' \times 4\frac{1}{8}''$ |
| 8 (4) Do $14\frac{3}{8}'' \times 5\frac{1}{4}''$ | | 8 (7)—Do $7'' \times 3\frac{1}{8}''$ |

Survey Forms

- 23—Section paper or Field Measurement Book.
 51—Town survey register, rough (outer)
 51-A Do rough (inner)
 51-B Do fair (outer)
 51-C Do fair (inner)

Indian Petroleum Act

- 2—Licence to possess dangerous petroleum otherwise than in bulk in quantity exceeding 40 gallons—Form B (English and vernaculars)

Indian Factories Act

- 7—Factory Inspection report—Extract for District Health Officers—Form N

Madras Places of Public Resort Act

- 1—Licence under section 7 of the Places of Public Resort Act II of 1888 (English)

Medical I

- 1—Statement A
- 2 Do B
- 3 Do. C
- 4 Do D
- 5—Supplement to C-I, C-II, D-I, D-II and E
- 6—Statement E
- 7 Do F
- 8 Do G
- 9 Do H
- 16—Temperature chart
- 23—O P prescription tickets
- 25—Certificate of physical fitness for uncovenanted servants
- 26—Sick certificate form
- 41—Extra requisition for medicines for the use of hospitals and dispensaries
- 43—Pharmacopœia of stock medicines
- 49—Diet sheet (bedhead ticket), $\frac{1}{4}$ sheet
- Nominal register of out-patients—
 - 52— I size (Book of 50 forms)
 - 53—II size (Book of 25 forms)
- Nominal register of in-patients—
 - 54— I size (Book of 100 forms)
 - 55— II size (Book of 50 forms)
 - 56—III size (Book of 10 forms)
- Operation register—
 - 57— I size (Book of 100 forms)
 - 58— II size (Book of 50 forms)
 - 59—III size (Book of 10 forms)
- 60—Daily register showing the disease of in- and out-patients (Booklets)
- 61—Daily register showing the classes and sexes of in- and out-patients (Booklets)
- 66—Admission and discharge certificate
- 67—Medicines label book
- 68—Poisons label book.

Medical II

- 15—Accident book
- Stock ledger for medicines—
 - 59— I size (Book of 150 forms)
 - 60—II size (Book of 75 forms)
- Stock register for surgical instruments, surgical appliances and sundries—
 - 61— I size (Book of 150 forms)
 - 62—II size (Book of 75 forms)
- 63—Case sheet (Medical)
- 64—Case sheet (Surgical)
- 65—Continuation sheet (Medical and Surgical).

Medical III-B

2—O P prescription tickets (for State hospitals)

Civil Medical Form for Ayurvedic Dispensaries

- 1—Nominal register of out-patients for Ayurvedic dispensaries (Book of 100 forms)
- 4—Daily register showing the disease of in- and out-patients for Ayurvedic dispensaries (Booklets)
- 5—Daily register showing the classes and sexes of in- and out-patients for Ayurvedic dispensaries (Booklets)

Health officers Forms

- 1—Monthly abstract of work of the District Health Officer.
- 2—Posting registers of daily statistics of epidemics—

White.		Red
Yellow.		Blue.

- 3—Yearly consolidated statement of epidemics
- 4—Card index for weekly epidemics—

White		Red.
Yellow.		Blue.

- 5—Registers of fairs and festivals
- 6—Diary of Municipal Health officers
- 7—Register of Health Propaganda in municipalities
- 8—Quarterly Propaganda statement in municipalities
- 9—Register of smallpox in municipalities
- 10—Register of epidemics
- 11—Inspection reports of District Health officers

Health Inspectors Forms

Notice to village headmen and others regarding visit of villages for vaccination and inspection (Form B)—

- 4—English
- 5—Tamil
- 6—Telugu
- 7—Malayalam
- 8—Kanarese
- 9—Oriya
- 16—Punishment roll
- 17—Prosecution roll (Form L)
- 21—Monthly abstract of work done in connexion with vital statistics by the District Health Staff (Form H-1)
- 22—Notice—Rules under sections 137 and 199 of the Madras Local Boards Act of 1920 (English, Malayalam and Kanarese only), (Form N)
- 35—Abstract of the work of the vaccinator
- 36—Abstract return of the work of the vaccinator.

Educational B Group

- Statement showing the teachers employed and the average attendance of pupils—
 8—English
 9—Tamil
 10—Telugu
 11—Kanarese
 12—Malayalam
 13—Hindustani
 13-A—Oriya
 39—Demand, collection and balance statement
 40—Quarterly return of receipts and charges
 Application for recognition on behalf of elementary schools—
 49—English
 50—Tamil
 51—Telugu
 52—Malayalam
 53—Kanarese
 54—Urdu
 55—Oriya
 56—Application for recognition on behalf of secondary schools
 57—Application for recognition on behalf of schools for special education
 66—Annual Return No $\frac{2 (a) \text{ or } 3 (a)}{4 (a) \text{ or } 5 (a)}$
 71 Do 16
 102-A—Bill for Government scholarships (white)
 102-B—Bill for Government scholarships (colour)
 120—Schedule I—Form of medical inspection
 121—Schedule II—Form of inspection report on schools and colleges
 122—Schedule III—Form of inspection report on boarding schools and hostels
 123—Consolidated report on medical inspection of pupils
 124—Information for parent or guardian (post card)

Administration Forms

- Part II—Statistical enclosure—Local Boards (Booklets)
 I (d)—Financial Summary—Management
 II (f)—Financial Summary—Communications
 IV (g)—Financial Summary—Public Health
 Part II—Statistical enclosure—Municipalities (Booklets)

Electoral Roll Forms (for taluk and union boards only)

- I—Electoral roll (all vernaculars)
- II-IV—Notice of preliminary electoral roll and forms II to IV combined (all vernaculars)
 - II—Preliminary electoral roll notice (all vernaculars)
 - III—Notice of claim (all vernaculars)
 - IV—Notice of objection (all vernaculars)
- V (a)—List of claims (all vernaculars)
- V (b)—List of objections (all vernaculars)
- V (c)—List of corrections (all vernaculars)

Election Forms (for taluk and union boards only)

- I—Nomination paper (diglot)
- II—List of nominations received (diglot)
- III—Valid list of nominations (diglot)
- IV—Tendered votes list (diglot)
- IV (a)—List of challenged votes (diglot)
 - V—Ballot paper—above 8 names (all vernaculars) Book of 100 forms or fraction thereof
 - Do Tendered in red colour
 - Ballot paper—from 4 to 8 names
 - Do Tendered in red colour
 - Ballot paper—up to 3 names
 - Do Tendered in red colour
- VI—Statement sent by polling officers (diglot)
- VII—Statement showing the list of ballot paper and ballot box, etc (diglot)
- VIII—Return showing the results of election (diglot)

Stock Forms (L & M)

- 4-B—Monthly return of vaccination for municipalities
- 5-A—Register of births for municipalities
- 5-B—Register of deaths do
- 6—Standing Sanitary Report Book, Parts I and II, combined
- Priority application form

(Forms prescribed in G O No 910 M, dated 2nd June 1908)

- 1—Diary of Health Inspector
- 2—Programme of work to be done by Sanitary Assistant.
- 3—Diary of Sanitary Assistant
- 4—Report on the sanitary conditions by Surgeon
- 4-A—Report on the inspection of schools by District Health Officer
- 5—Statement showing how births liable to compulsory vaccination, etc
- 6—Nominal register of vaccination in municipalities
- 7—Nominal list of unprotected children in municipalities
- 8—Nominal register of vaccination for district and taluk boards.
- 10—Monthly programme of work to be done by Health Inspector
- 11—Nominal list of unprotected children in the village

12 & 13 Weekly
Monthly return of births and deaths in the municipalities.

14—Daily report of cholera or smallpox in municipalities.

15—Daily report of cholera or smallpox in the taluk

16—Monthly return of births registered in the village

16-A—Diary of District Health officers (outer)

Do (inner)

Water-works Department

17—Weekly statement of daily issues of stores, etc

18—Monthly statement of pumping, etc

18-A—Annual statement do

19—Indent form

20—Stock book of water-works materials

21—Receipts for stores

22—House service register

23-A—Requisition for water—English and Tamil

23-B—Requisition for water—English and Telugu

24—Diary of Water-works Overseer, Municipality

25—Muster roll of labour

26—Application for house service

27—Abstract and detailed estimate, etc

28—Notice under District Municipalities Act IV of 1884

Educational Stock Forms

1—Register of admission, withdrawals, etc, for elementary schools

2—Register of admission, etc, for secondary schools

3—Register of attendance, fees, etc, for elementary schools

4—Register of attendance, fees, etc, for secondary schools

5—Register of attendance for masters

6—Register of corporal punishments

7—Register showing the history of former students

8—Register of progress and conduct in elementary schools

9—Register of scholarships

10—School fee register for the term.

Vaccination Forms for Municipalities only.

II-A 8—Statement of children born in—who have been removed therefrom without being vaccinated (Book of 100 forms—English)

8-B—Birth certificate (English and vernaculars in diglot)

9—Notice for production of child for vaccination—Municipalities Book of 100 forms—English and vernaculars)

10—Notice to persons to produce their children for inspection about the result of vaccination—Municipalities (Book of 100 forms—English and vernaculars)

11—Intimation regarding failure of parents to produce children for vaccination or inspection—(English)

12—Certificate for postponement of vaccination.

Vaccination Forms for non-municipal areas

- E Return of vaccination
 K Notice of parents or guardian, etc (English and vernaculars).
 M Notice for production of child for vaccination (English and vernaculars)

K.I P (Vaccination Forms)

- 18—Monthly statement showing results of cases vaccinated with vaccine
-

LIST OF STANDARDIZED FORMS, ETC , FOR SUPPLY TO CO-OPERATIVE
 INSTITUTIONS BY THE GOVERNMENT PRESS ON PREPAYMENT
 OF COST

(Prescribed in G O M's No 163, Finance, dated 9th March 1928
 and G O M's No 317, Finance, dated 30th April 1928)

Indent form for forms with chalan

R F XXII-K Group

- 11—Loan recommendation order—Tamil
 11-A—Loan recommendation order—Telugu
 11-B—Loan recommendation order—Malayalam
 11-C—Loan recommendation order—Kanarese
 11-D—Loan recommendation order—Oriya
 14-A—Application for loan from societies—Tamil
 14-B—Application for loan from societies—Telugu
 27-A—Application form for registration as a co-operative society—
 Tamil
 27-B—Application form for registration as a co-operative society—
 Telugu
 27-C—Application form for registration as a co-operative society—
 Malayalam
 27-D—Application form for registration as a co-operative society
 —Kanarese
 28—Property statement form—Tamil, Telugu, Malayalam and
 Kanarese
 29—Interim audit report for primary societies.
 29-A—Final audit report for primary societies.
 33—Reconciliation memo form
 34—Reconciliation memo—Union figures

Treasury and Account Code Forms.

- 1—Chalan (English and Tamil)
- 1-A—Chalan (English and Telugu)
- 1-B—Chalan (English and Kanarese)
- 1-C—Chalan (English and Malayalam)
- 3—Voucher for miscellaneous payments (English—Tamil)
- 3-A—Voucher for miscellaneous payments (English—Telugu)
- 3-B—Voucher for miscellaneous payments (English—Malayalam)
- 3-C—Voucher for miscellaneous payments (English—Kanarese)
- 3-D—Voucher for miscellaneous payments (English—Oriya)
- 44-A—Register of contingent charges (general use)

Common Forms

- 1—Current register for disposal number system (Book of 50 forms)
- 2—Current register, in other cases
- 9—Register for distribution of papers (Book of 100 forms)
- 16—Drafts, half-margin, ruled
- 16-A—Drafts, half-margin, rule (small)
- 24—Red slips—'Urgent'
- 32—Letter form, general (full sheet)
- 32-A—Letter form, general (half sheet).
- 32-B—Letter form, general (post card)
- 60—Despatch register (Book of 50 forms)
- 61—Local delivery book (Book of 50 forms)
- 62—Issue register (for offices in which disposal number system is not in force)
- 68—Disposal register (Disposal system) (Book of 100 forms)
- 71—Flat-file disposal docket
- 73—Slips for papers taken out of records
- Label for record bundles—
 - 79—Disposal files
 - 80—Disposal files (small)
 - 81—Lodged papers (large)
 - 82—Lodged papers (small)
- 94—Arrear list and progress register (loose forms)
- 95—Reminder for returns (post card)
- 96—Reminder form ordinary memo (post card)
- 98—Reminder form with space for reply
- 106—Acknowledgment for the receipt of money or cheque (in duplicate)
- 107—Acknowledgment for the receipt of money or cheque (triplicate)
- 117—Permanent advance account (Book of 100 forms)
- 117-A—Permanent advance disbursement ledger (Book of 100 forms)
- 154—Register of cheques received (Book of 100 forms)
- 155—Application for remittance transfer receipt
- 182—Application for books
- 183—Catalogue of books in the library.

Common Forms—cont.

- 184—Register of books issued from the library.
- 186—Attendance register
- 193—Application for casual leave
- 194—Application for leave other than casual
- 196—Memorandum to produce medical certificate.
- 197—Requisition to Surgeon
- 199—Register of casual leave
- 200—Register of leave other than casual leave
- 204—Register of service books (Book of 100 forms)
- 205—Extract from the service register
- 211—Defaulter book
- 212—Establishment fine book
- 218—Application for appointment
- 221—Memorandum on application for employment
- 222—Register of applications for appointment
- 228—Pay acquittance roll (Book of 100 forms)
- 245—Travelling allowance acquittance roll (Book of 100 forms)
- 345—Stock book of articles of stationery and printed forms (Book of 100 forms)
- 355—Flag—
 - Capitals (set of 26 letters—A to Z)
 - Small letters (set of 26 letters—a to z)
 - Roman figures (set of 10 figures, I to X)
 - Arabic figures (set of 10 figures, 1 to 10)
- 440—Personal register (Book of 50 forms)
- 441—Fair copy register (Book of 25 copies)
- 442—Distribution register (Book of 25 forms)
- 443—Register of new cases
- 444—Daily stamp account
- 445—Periodical register (Book of 50 forms)
- 446—Index slips (cut slips punched with two holes)
- 447—Index binders
- 448—N Reference slips forms
- 449—Arrear list forms
- 456—Notice prohibiting spitting—(English—Tamil)
- 457—Notice prohibiting spitting—(English—Telugu)
- 458—Notice prohibiting spitting—(English—Malayalam).
- 459—Notice prohibiting spitting—(English—Kannarese)
- 460—Notice prohibiting spitting—(English—Oriya)

Common Covers (Blank)

- 8 (3)—Size $16\frac{1}{4}'' \times 6''$
- 8 (5)—Size $10'' \times 4\frac{1}{2}''$
- 8 (7)—Size $7'' \times 3\frac{1}{8}''$

Economy labels

10-A—To the	Registrar	of
	<u>Deputy or Sub-Deputy Registrar</u> Inspector	
10-B	Do	Co-operative societies (small)
11-A—To The	Secretary	Central Bank Credit Society
	President	
11-B	Do	(small)
55-A —To the	District Labour Officer	
55-B	Do	(small)

FORMS SUPPLIED TO CERTAIN OFFICES UNDER SPECIAL CONDITIONS

Standard forms for town surveyors (on indent through Collector—
at two-thirds of cost for local bodies in the mufassal and one-
quarter cost for Madras City)

Forms for Union Surveyors (on indent through the Collector at
one-third of the cost)

Official Tablet Diaries (indent should be sent before the end of
October)

Flags and flag cases for district boards (at cost—one set when
actually required)

FOR SALE BY THE PRESIDENCY PORT OFFICE, MADRAS

Import form of application	(1 pie)
Export	„ (1 pie)
Ground-rent	„ (1 pie)
Cranage hire	„ (1 pie)
Application for refund of dues	(1 pie)

**FOR SALE TO THE PUBLIC BY THE DISTRICT SUPERINTENDENTS OF
POLICE**

Permit form B (under section 10 of the Madras Coffee Stealing
Prevention Act, 1878)

**FORMS STOCKED BY DISTRICT SUPERINTENDENTS OF POLICE
FOR SUPPLY TO DISTRICT MAGISTRATES**

Notice under section 7 (2) of the Criminal Tribes Act, 1911

**FOR SALE TO MEMBERS OF THE LEGISLATIVE COUNCIL BY THE
SECRETARY, LEGISLATIVE COUNCIL**

Note papers, quarto size, and envelopes with the Royal arms and
the inscription “Legislative Council, Madras” embossed in
blue.

6 Page 138, *Appendix H* —Insert the following below the item
 “ Secretaries to Government ” —

“ Chairman, Madras Services Commission ”

[G O Ms No 714, Finance, dated 10th November 1930]

[First list]

SIAMPS ENDS - - -

Board of Revenue (Secretary)
 Chief Engineers, P W D and Irrigation, and Hydro-Electric
 Development
 Chief Conservator of Forests.
 Commissioner of Labour
 Commissioner of Excise.
 Commissioner under Workmen's Compensation Act
 Director of Agriculture
 Do Fisheries
 Do Industries
 Do Public Health
 Do. Public Instruction
 Do Survey
 Do Veterinary Services
 High Court
 Inspector-General of Police
 Do Prisons
 Do Registration
 Military Secretary to His Excellency the Governor
 Principal, Veterinary College
 Private Secretary to His Excellency the Governor
 Registrar of Co-operative Societies
 Secretaries to Government
 Special Settlement Officers
 Surgeon-General

Supplies on payment

Cinchona Plantations
 Industrial Engineer's Workshops, Madras
 Mount Stuart Forests
 Nilambur Valley Forests
 Officers employed on the Cauvery-Mettur Project
 Officers under Madras Port Department
 Presidents of District Educational Councils
 Registrar of Joint Stock Companies and his subordinate officers—
 repairs only
 The Kerala Soap Institute, Calicut
 The Government Industrial Institute, Madura

NOTE —All Gazetted Officers to whom the initial supply of rubber stamps
 has been sanctioned by competent authority may indent upon the Govern-
 ment Press for their repair and renewals (see paragraph 235)

APPENDIX I.

(See paragraph 245)

 PRINTING WORK DONE FOR PRIVATE PARTIES, LOCAL AND
MUNICIPAL AND OTHER BODIES

Accountancy Diploma Board—free

Administrator-General—Half-yearly schedules of estates and notifications relating to estates advertised in the Gazette charged for, other work, free

Agent, M & S M Railway—Memorandum for the guidance of patients proceeding for anti-rabic treatment, free—see also Railway Administrations

Agri-Horticultural Society—Quarterly Proceedings, annual report and schedule of the annual exhibition and flower and poultry show—printing free—paper to be supplied to press

Amphill Nurses' Institute—Free, paper to be supplied to press

Andhra University—Publication of notifications in the *Fort St George Gazette* at private printing ratesAnnamalai University—Publication of notifications in the *Fort St George Gazette* at private printing rates

Cantonment Funds—Proceedings printed free, all other work chargeable at private printing rates

Cauvery-Mettur Project—Officers employed—at cost

Chairman, Madras Bar Council—All work including notices in the Gazette—at private printing rates

Commercial Departments and Government Commercial undertakings—At private printing rates (Cash bill to be submitted for amounts up to Rs 50)

1 Cinchona Plantations

2 Industrial Engineer's Workshops

3 Kerala Soap Institute

4 Mount Stuart Forests

5 Nilambur Valley Forests

6 The Government Industrial Institute, Madura

Co-operative Building Societies—Loan ledgers at cost price

Cotton Specialist—At cost to be paid out of the funds of the Indian Central Cotton Committee

Countess of Dufferin's Fund—Free, but paper to be supplied for all form work

Court of Wards, Madras—Printing, at cost—Paper, free

District Educational Councils—List of recognized and aided elementary schools—At cost

N B—Recognized list of elementary schools should be printed in two parts once in five years, the first part containing entries more or less permanent and the second part comprising the remaining headings. The headings and particulars in the first part shall be printed, while the headings alone in the second part shall be printed the particulars being filled in manuscript from year to year. In printing the list sufficient interspace should be left to admit of easy incorporation of subsequent additions and alterations. No printing should be undertaken if the cost is likely to exceed budget provision.

Estates under Court of Wards—All work including advertisements in the Gazette—At cost (including paper);

Government of India (including those under the administrative control of the local Government)—At cost—(Under the specific sanction of the Controller of Printing in all cases except Indian Posts and Telegraph Departments, Superintendent, Census Operations, Officers whose printing work is done subject to monetary allotment, and work done on cash payment)

Hostels of Government Colleges—All work for the office at cost

Imperial Bank of India, Madras—Notices in the Gazette to be charged at advertisement rates, forms relating to business transacted on behalf of Government—free—other forms at cost.

Local and Municipal funds, district and taluks boards and municipalities, including the Madras Corporation—Spare copies of the proceedings of Government and of notifications in the Gazette also flat-file cases, reports, proceedings and circulars done at district presses are charged at private printing rates Standardized and special forms, as per Appendix G, other forms which are not printed at a state press for convenience or uniformity are charged at private printing rates Advertisements in the Gazette at schedule rates

Madras Medical Council—Printing free, paper to be supplied to press

Madras Nurses and Midwives Council—Printing free—Paper and materials to be charged for

Madras Port Trust—Reports and other papers which are re-printed in the Proceedings of Government printed free, extra copies and all other work including notices in the Gazette at private printing rates

Madras University—Notices and advertisements of publications in the Gazette, spare copies and printing of examination papers chargeable at private printing rates Publications are printed at private printing rates and stocked and sold in press or by agents at 50 per cent above printing charge, but free copies are distributed by the University, large stocks are not kept and the press is not responsible for the damage thereto

Madura Technical Institute—Forms free

Municipal High School, Villupuram—Printing of terminal examination question papers at confidential rates plus 25 per cent

Indian States—Standardized forms (including Registration forms) administration reports and Budget Estimates—at cost

Official Assignee—All work at private printing rates

Pledership Examination Board—At cost

Port Funds—Presidency and Mufassal Port Officers, Deputy Conservator of Port, Port Health Officers and Harbour Engineer-in-Chief to Government—All work including flat-file cases, and notifications in the Gazette at private printing rates.

Private parties—Such work (specially sanctioned by Government) charged at private printing rates, unless ordered to be done free, at cost, or at special rates. In all cases in which paper is charged the cost is reckoned at 10 per cent above purchase price to include freight, etc

N B—Notifications in Gazette under ‘vacancies’ and ‘Private Advertisements’ are charged at line rates, other notices at cost

Private presses—Legal advertisements in vernacular or other small work requiring special types are set up on payment of cost, electros of royal arms required for printing District Gazettes supplements are also supplied on payment

Railway Administrations—Plague notices free—rules for State Railways—at cost

Registrar—Election Court—Printing work of evidence connected with the enquiry into the election petitions, etc, and other work at private printing rates

Public Health forms for Health Inspectors—Printing free

Students’ Advisory Committee—Printing free

APPENDIX J

(See paragraphs 191 and 240)

SCHEDULE OF RATES PAID FOR GOVERNMENT PRINTING AND BOOK-BINDING AT PRIVATE PRESSES

These scales apply to work for which there are no special agreements or contracts

(1) COMPOSITION

Rates per page of solid matter for the sizes prescribed for Government Bookwork, Gazettes, Proceedings, etc.

Size		Pica or 12-point	Small pica or 11-point	Long primer or 10-point	Brevier or 8-point	Non- pareil or 6-point
	Pica ems	RS A	RS A	RS A	RS A	RS A
Foolscap folio	35 × 62	1 8	1 14	2 10	3 12	6 0
Imperial 8vo	28 × 47	1 3	1 8	1 14	2 7	3 13
Royal 8vo	26 × 47	1 2	1 6	1 11	2 4	3 6
Do	24 × 47	1 0	1 5	1 9	2 1	3 0
Do	22 × 47	0 15	1 8	1 8	1 14	2 10
Demy 8vo	22 × 40	0 13	1 0	1 5	1 11	2 4
Foolscap 8vo	18 × 32	0 7	0 10	0 13	1 2	1 9

N.B.—Half a page or less in area in any type or blank is treated as half page, more than half as a full page for sizes smaller than folio. Folio is measured to the nearest quarter page, more than three-quarters is reckoned as a full page.

The rates are for solid pages and they may be reduced proportionately when lines are unnecessarily spaced out.

(a) Tabular statements of three to five columns to be charged one-half extra, above five columns if heavy, double the above rates, if light or open less than these extras. Rs a p columns are treated as one column.

(b) Blank or skeleton tabular statements in bookwork up to five columns, at plain matter rates of text type, six or more columns, at jobwork rates.

(c) Standing or proof matter *overrun* to a different measure to be charged one-half composition rates. This includes re-imposing where necessary.

(d) Standing matter *reprinted*, if re-made up only, to be charged one-fourth composition rates of pica. If reprinted with alterations one-half the rate for text type for the pages altered. Re-imposition with or without alteration or insertion of headlines, one anna six pies per page. Reprint without alteration, six annas per full sheet form for laying up, etc., and three annas for a smaller form.

These standing matter charges are for work reprinted or altered at intervals of less than three months and for work, such as establishment lists, altered periodically at intervals of less than twelve months. For other work standing for longer than three months a

resetting charge is allowed unless the press has been informed that the type will be wanted, or an order has not been given to print copies, when a standing charge at the rate of 10 per cent per annum calculated on half the new value of the text type kept out of use will be paid in addition to the above rates for the full period

(e) Secret and confidential papers to be charged at double rates except that the customary inclusive charge for setting and striking copies of examination papers for mufassal colleges is Re 1-8-0 per page, foolscap folio, and proportionately less for other pages

(f) Marginal notes cut into the body of the work, 3 pies per line

(g) Marginal notes when placed at the side of a folio page, As 1-6 per page, octavo and smaller sizes, As 1-1 per page

(h) Title pages—Foolscap folio=1 page pica, royal and demy octavos and smaller sizes=1 page small pica, twelvemos=1 page long primer

(i) Half-title pages and full page docketts are paid for as one page pica in all sizes

Rates per page for Circulars and Jobwork generally.

Description of matter	Octavo	Foolscap 4to	Foolscap folio	Royal folio
	RS A	RS A	RS A	RS A.
Plain matter or ruled forms of 5 columns and under with heading only	0 15	0 12	1 8	2 10
Forms of 6 columns with one or two columns of plain matter, or 6 to 11 columns with or without one column of matter	1 2	0 15	1 14	3 4
Forms of 6 to 11 columns with 2 or 3 columns of matter, or 12 columns and upwards with heading only	1 6	1 2	2 4	3 15
Forms of 6 to 11 columns with 4 or more columns of matter, or 12 columns and upwards with one or more columns of matter ..	1 11	1 5	2 10	4 9

For jobs containing repeated headings and different column matters fresh setting for not more than two forms is paid, and the setting and insertion of column matters in the composed forms (up to three columns per page) is paid for at the rate of one-half page setting for the pages actually affected except that one-quarter only is paid for altering dash lines, etc., in facing pages

(j) Letter headings to be charged as half page of foolscap folio, viz, 12 annas.

(k) Envelopes of sizes Nos 7 to 14 to be charged 6 annas, larger sizes 12 annas

NB—(1) Works of a peculiar nature, such as algebraical or mathematical works, to be paid for on their own merits. Sizes not specified in either the Book or Jobwork schedules are calculated in proportion to their area on a foolscap folio basis

(11) In special cases, hour account at 3 annas per hour is paid for alterations of columns, etc., and for author's corrections if heavy on production of proofs with alterations shown, no charge is allowed for author's corrections not requiring more than $\frac{1}{2}$ hour per page average on the whole work.

(2) PRINTING.

(a) Rupees 3 for the first 1,000 impressions per full sheet form or 12 annas for every 250 or fraction thereof Rupees 1-8-0 per 1,000 after the first 1,000, or 6 annas for every 250 or fraction thereof

(b) Impressions in coloured inks other than black, 25 per cent extra on the rate per 1,000 If two colours are printed at one impression 50 per cent extra on the single charge

Note—Each work is to be charged as if produced by the most economical method, no matter how it was actually done, e.g., for 20,000 copies of a page of foolscap quarto set 4 at As 12 each and 5,000 impressions, Rs 9, or its 12, instead of one set As 12 and 20,000 impressions Rs 31-8-0=Rs 32-4-0 Tabular matter with a heading set and body ruled is paid as actually done In the same way the ruling charge will be calculated on the full sheet of paper supplied

N B—Bills for verification should be submitted in duplicate with specimen of work done, or they will be returned

Sessions Judgments—The charge for composing, printing four copies, stitching and supply of paper must not exceed 6 annas per 175 words completed and for the remaining words Re 0-1-6 for every 50 words or fraction thereof The page to be foolscap folio and type not smaller than small pica (11-point) leaded The calculation is made with reference to the number of words in each case taken separately A group of four figures or abbreviations is reckoned as a word When tabular statements, genealogical trees and the like are an integral part of a judgment and must also be printed, a special rate for printing them should be fixed by the court concerned in each case

The printing and binding work of the Madras, Andhra and Annamalai Universities and the Estates under Court of Wards, as also Vernacular police lists of stolen property, rewards or similar notices of special character that demand immediate circulation are subject at present to special contracts Local Board and Municipal Council and the Taluk and Union Board printing is also executed under contracts in the form prescribed in G O No 843 M, dated 27th April 1914

(3) BOOKBINDING AND WAREHOUSE WORK

	Maximum each		
	RS	A	P
Full binding with spotted or plain sheepskin, with label, royal folio	4	8	0
Full binding with spotted or plain sheepskin, foolscap folio	2	10	0
Full binding with spotted or plain sheepskin, 8vo (imperial, royal and demy)	1	14	0
Half morocco, cloth sides, gilt labels, royal 4to	4	0	0
Do. demy „	3	8	0
Do. crown „	3	0	0
Do. royal 8vo	3	0	0
Do. demy „	2	12	0
Do. crown „	2	8	0
Do. foolscap folio ...	3	12	0

	RS	A	P.
Half calf, cloth sides, gilt labels, royal 4to	3	8	0
Do demy „	3	4	0
Do crown „	3	0	0
Do royal 8vo	2	8	0
Do demy „	2	4	0
Do crown „	1	12	0
Do foolscap folio	2	12	0
Half sheep, cloth sides, gilt labels, royal 4to	2	0	0
Do demy „	1	12	0
Do crown „	1	10	0
Do royal 8vo	1	8	0
Do demy „	1	6	0
Do crown „	1	0	0
Do foolscap folio	1	12	0
Full calico or cloth, gilt label, royal 4to	2	0	0
Do demy „	1	12	0
Do crown „	1	10	0
Do royal 8vo	1	6	0
Do demy „	1	2	0
Do crown „	1	0	0
Do foolscap folio	1	8	0
Half calico or cloth, marble sides, gilt label, royal 4to	1	4	0
Do demy „	1	0	0
Do crown „	0	12	0
Do royal 8vo	0	8	0
Do demy „	0	6	0
Do crown „	0	5	0
Do foolscap folio	1	0	0
Quarter cloth, marble sides, foolscap folio	0	6	0
Quarter cloth, marble sides, 8vo	0	4	6
Do do with plates, etc , 8vo	0	6	0
Quarter cloth, printed wrapper, 8vo	0	3	0
Limp cover (paper or thin board) half cloth with printed coloured wrapper, foolscap	0	1	6
File boards or pads, foolscap	0	9	0
File books, half sheep, cloth sides, folio (125 leaves)	1	2	0
Tear-off blocks, foolscap folio	0	2	3
Do 4to	0	1	6
Do 8vo	0	0	9
Stitching with wrapper and cutting foolscap folio (100 leaves and upwards)	0	0	4
Do (below 100 leaves)	0	0	3
Cutting (paid only when full sheets are printed, or ruled to reduce impression charges) per 100	0	0	2
Cutting cards do „	0	0	4
Folding and pasting (including cutting), 2 sheets	„	„	„
Folding and stitching 2 forms	„	0	12 0
Do 3 to 5 forms .	„	1	2 0
Do 6 to 10 forms	„	1	8 0
Do 11 to 15 forms	„	1	14 0

	RS	A.	P.
Folding folio	„	0	0 6
Do 4to	„	0	0 7
Do. 8vo	„	0	0 10
Do. 12mo and 16mo	„	0	1 1
Numbering, single	„	0	1 6
Do double	„	0	2 3
Do treble	„	0	2 7
Do quadruple	„	0	3 0
Perforating (calculated on the number of cuts in a full sheet)	„	0	3 0
Punching and eyeletting	„	0	3 0
Gumming flaps	„	0	3 0
Embossing in colour	„	0	12 0
Do plain	„	0	3 0
Eyeletting and supplying and inserting tape	„	0	15 0
Ruling, plain, under 1,000 (including pen settling—all parallel ruling of one or more colour or stops to be charged as one ruling To be done in full sheet whenever economical)	„	0	6 0
Ruling, plain, above 1,000	„	0	4 6
Do to printed lines	„	0	9 0
Envelopes, cutting, folding and pasting—			
Size $16\frac{3}{4}'' \times 11\frac{3}{4}''$ and larger (No 1)	„	0	12 0
„ $14\frac{7}{8}'' \times 9\frac{7}{8}''$ (Nos 2 and 4)	„	0	10 6
„ $16\frac{1}{4}'' \times 6''$ (No 3)	„	0	7 6
„ $14\frac{3}{8}'' \times 5\frac{1}{4}''$ (Nos 5, 6 and 7)	„	0	6 0
„ $8'' \times 5''$ and all demi-officials with gumming (Nos 8, 9, 10 and 11)	„	0	6 0
Ten per cent extra is allowed for work done in the Nilgiri district			

These rates are for small quantities Larger quantities and work of other descriptions to be paid by special contract

APPENDIX K

(See paragraph 173)

OFFICERS TO WHOM DISTRICT GAZETTES ARE SUPPLIED FREE OF CHARGE

Gazettes of all districts

- Secretary to Government, Revenue Department
 Secretary to the Board of Revenue (Land Revenue and Settlement)
 Registrar of the High Court—December issue only (without supplements)
 Collectors—Gazettes of their own districts and gazettes of adjacent districts where required
 Superintendent, Government Press, Madras, for gazettes not printed in Madras (no L & M Proceedings Supplements)
 Gazettes of the Districts comprised in their jurisdiction as detailed below —
 District Agricultural Officer, Vizagapatam—Ganjam and Vizagapatam districts
 Rajahmundry—East Godavari and West Godavari
 Bellary—Bellary and Anantapur
 Kurnool—Cuddapah and Kurnool
 Vellore—North Arcot and Chittoor
 Cuddalore—Chingleput and South Arcot
 Madura—Madura and Ramnad districts (except Srivilliputtur and Sattur taluks of Ramnad district)
 Tinnevely—Tinnevely district and Srivilliputtur and Sattur taluks of Ramnad district
 Coimbatore—Coimbatore district
 Salem—Salem district

Gazettes of the districts in which they are employed or which are included in their charge

- | | | |
|---------------------|---|---|
| District Judges | { | Main gazettes without the departmental supplements When there is more than one Court in any station, one copy only need be supplied to the Principal or the Superior Court which will have it circulated among the other Courts in that station |
| Subordinate Judges. | | |
| District Munsifs | | |

Sub-Collectors

Assistant Collectors

Deputy Collectors in charge of Treasuries

Do. on General Duty

Tahsildars including Land Records Tahsildars (no supplements to Land Records Tahsildars).

Deputy Tahsildars

Revenue Inspectors including Land Records Inspectors (no L & M. Proceedings Supplements)

Conservators of Forests (districts in their circles only).

- District Forest Officers (no Police and L & M Proceedings Supplements)
- Deputy Directors of Agriculture
- Officers in charge of Survey Parties and Town Survey detachments—Gazettes (no supplements except Forest Supplement) of all the districts in which survey operations are going on under their control
- Officers in charge of Settlement Parties—*Two* copies of the gazettes of the districts in which settlement operations are going on under their control (no supplements except Forest Supplement)
- Land Records Superintendents—Gazettes of all the districts comprised in their group (without supplements)
- District Medical Officers (no Forest and Police Supplements)
- Non-Official Members of the Legislative Council
- Civil Surgeons (no Forest and Police Supplements)
- Deputy Inspectors-General of Police—Gazettes of districts in their circle (no supplements except Police and Village Supplements)
- Superintendents, Assistant and Deputy Superintendents of Police—Gazettes of adjoining districts also (no supplements except Police and Village Supplements)
- Inspectors of Police (no supplements except Police and Village Supplements)
- District Registrars of Assurances (no supplements)
- Sub-Registrars of Assurances (no supplements)
- Superintendents of Jails (no supplements except Police and Village Supplements)
- Superintending Engineers (no supplements)
- Executive Engineers (no supplements)
- Subdivisional Officers of the Public Works Department
- District Educational Councils—the issues containing their proceedings
- Sub-Deputy Registrars of Co-operative Societies
- Educational officers* (no supplements except Local and Municipal Proceedings Supplement)
- District Educational Officers
- Inspectresses of Girls' Schools
- Assistant Inspectresses, Erode and Madras Girls Ranges
- Sub-Assistant Inspectresses of Girls' Schools
- Deputy Inspectors of Schools
- Deputy Inspectors of Schools, Muhammadan Range
- Sub-Assistant Inspectress of Schools, Anantapur Girls' Range, Anantapur
- Sub-Assistant Inspectress of Schools, Tanjore Girls' Range, Tanjore.
- Sub-Assistant Inspectress of Schools, Palghat Girls' Range, Palghat
- Sub-Assistant Inspector of Schools, Kistna Girls' Range, Ellore
- Training Schools for Masters—
- Government Higher Elementary Training School, Villupuram.
- Government Secondary Training School, Guntur.

*Educational Officers—cont**Training Schools for Masters—cont*

Government Higher Elementary Training School, Mayavaram.

Government Higher Elementary Training School, Tirupati

Government Lower Muhammadan Elementary Training School,
Bellary

Government Higher Elementary Training School, (Kanarese)
Hospet

Government Higher Elementary Training School, Narasaraopet

Government Higher Elementary Training School, Srivilliputtur

Government Lower Elementary Training School, Erode

Government Lower Elementary Training School, Badagara

Ganjam district—

Berhampur Secondary

Russellkonda Lower Elementary

Chicacole Higher Elementary

Vizagapatam district—

Vizagapatam Higher Elementary

Parvatipuram Lower Elementary (Telugu)

Bimilipatam Secondary

East Godavari district—

Rajahmundry Higher Elementary

Amalapuram Higher Elementary

Secondary Training Class—

Training College, Rajahmundry

West Godavari district—

Ellore Secondary

Narasapur Higher Elementary

Kistna district—

Masulipatam Higher Elementary.

Bezwada Higher Elementary

Bellary district—

Bellary Secondary

Bellary Muhammadan Lower Elementary

Hospet Higher Elementary

Cuddapah district—

Rayachoti Higher Elementary.

Kurnool district—

Kurnool Higher Elementary

Anantapur district—

Anantapur Secondary

Guntur district—

Guntur Secondary

Ongole Higher Elementary

Guntur Muhammadan Higher Elementary

Narasaraopet Higher Elementary

Nellore district—

Nellore Secondary

Kanigiri Higher Elementary

Madras district—

Madras Muhammadan Higher Elementary

Government Training School,
Madras (Higher Elementary)

Chittoor district—

Chingleput Higher Elementary

Secondary Training Class—

Teachers' College, Saidapet

North Arcot district—

Ranipet Higher Elementary.

Arcot Muhammadan Lower Elementary

South Arcot district—

Villupuram Higher Elementary

Cuddalore Higher Elementary

Chingleput district—

Tirupati Higher Elementary

Chittoor Secondary.

*Educational Officers—cont**Training Schools for Masters—cont*

Tanjore district—

Tanjore Secondary

Mayavaram Higher Elementary

Salem district—

Salem Higher Elementary.

Trichinopoly district—

Trichinopoly Higher Elementary

Coimbatore district—

Coimbatore Secondary

Erode Lower Elementary

Madura district—

Dindigul Secondary

Ramanad district—

Ramanad Higher Elementary

Srivilliputtur Higher Elementary

Tinnevely district—

Tinnevely Secondary

Koilpatti Higher Elementary

North Malabar district—

Secondary Training Class,
Tellicherry

Calicut Secondary

Cannanore Higher Elementary

Badagara Higher Elementary

South Malabar District—

Palghat Higher Elementary.

Malappuam Higher Elementary

South Kanara district—

Mangalore Secondary

Mangalore Higher Elementary

*Training Schools for Mistresses—*Government Higher Elementary Training School for Mistresses,
Tellicherry.Headmistress, Government
Training School for Mis-
tresses, MadrasGovernment Secondary and
Training School, Rajahmun-
dryGuntur Muhammadan Lower
ElementaryCuddalore Secondary and
TrainingTanjore Palace Higher Elemen-
taryTrichinopoly Muhammadan
Lower ElementaryCoimbatore Secondary and
Training

Calicut Higher Elementary

Mangalore Secondary and
TrainingDeputy Inspector of Muham-
madan SchoolsWaltair Muhammadan
Range

Bezwada

Cuddapah

Kurnool

Madras

Vellore

Tanjore

Trichinopoly

Madura

Tinnevely

Mangalore

Deputy Inspector of Schools—

Tellicherry Mappilla Range

Calicut Mappilla Range

Badagara Mappilla Range

*Secondary Schools for Boys—*Headmaster, Government Muhammadan Secondary School,
Georgetown, MadrasHeadmaster, Government Muhammadan Secondary School,
VelloreHeadmaster, Government Muhammadan Secondary School,
Kurnool.

Secondary Schools for Girls—

Superintendent, Queen Mary's High School, Vizagapatam.

Headmistress, Cannanore Girls' High School

Headmistress, Lady Amphyll's Secondary School, Masulipatam

Headmistress, Secondary and Training School, Anantapur

Headmistresses, Government Middle School for Girls, Mayavaram

Government Training School for Mistresses, Tellicherry

Deputy Commissioners of Excise

Assistant Commissioners do

Inspectors of Circles do

Assistant Inspectors of Excise in charge of Factories, Distilleries and Ganja Storehouses

Sub-Inspectors of Excise and officers in charge of warehouses

} (no supplements except Excise).

Gazettes of certain districts only

Deputy Registrar, Vizagapatam—Ganjam, Vizagapatam and Godavari East

Deputy Registrar, Bezwada—Kistna, West Godavari, Guntur and Nellore

Deputy Registrar, Bellary—Kurnool, Anantapur, Bellary and Cuddapah

Deputy Registrar, Vellore—Salem, North Arcot and Chittoor

Do Madras—Chingleput and South Arcot

Do Trichinopoly—Trichinopoly and Tanjore

Do Madura, Madurai—Ramanad and Tinnevely

Do Coimbatore—Coimbatore, The Nilgiris, Malabar

and South Kanara

Assistant Registrar, Coonoor—The Nilgiris

Do Conjeevaram at Madras—Chingleput

President of the Godavari Irrigation Advisory Board (excluding L & M Supplements)—Godavari

The Nilgiris Library, Ootacamund—The Nilgiris

Irrigation Advisory Board, Godavari Delta—Kistna

Extra Assistant Registrar of Co-operative Societies, Vizagapatam—Ganjam, Vizagapatam and Godavari

Subdivisional Officers in the Godavari Western * and Kistna Eastern † Divisions—Portions of the District Gazettes of East Godavari, West Godavari and Kistna containing notifications regarding exclusions and inclusions in the delta ayacut

* Northern Subdivision (Bezwada)
 Southern Subdivision (Masulipatam)
 Gudivada Subdivision (Gudivada)
 Cowtaram Subdivision (Cowntaram)

† No 1 Subdivision (Ellore)
 No 2 Subdivision (Undi)
 No 3 Subdivision (Tanuku)
 No 4 Subdivision (Narasapur)

Gazettes of certain districts only—cont.

Deputy Assistant Registrar, Co-operative Societies, Ganjam Agency,
 Berhampur, Ganjam
 Assistant Director of Industries, Coimbatore—Malabar
 Principal Agricultural College and Research Institute—Coimbatore (no supplements)
 Principal, Madras Forest College—Coimbatore (no supplements except Forest Supplement)

Forest Supplement only

Assistant and Extra Assistant Conservator of Forests not holding district charges
 Forest Rangers.
 Deputy Rangers
 Foresters (Vernacular edition)
 Forest Guards (Vernacular edition)
 Subordinates in charge of Forest Guards' beats (Vernacular edition)
 Principal, Madras Forest College—The Nilgiris and Malabar
 Diwan of Travancore—Tinnevely, Madura, Trichinopoly, Coimbatore, Salem and Malabar

Local and Municipal Supplement only

Secretary to Government, Local and Municipal Department
 Presidents of Taluk and Union Boards (Supplement of respective district)

Plague-infected areas and notification station list

To all who have village supplement in the vernacular

Village Supplement only

Secretaries of Agricultural Associations

Village Supplement and Forest Supplement (vernacular)

Headman of each village

Supplement containing extracts of "Fort St George Gazette"

Presidents of Taluk and Union Boards (Supplement of respective district)
 Registrar-General of Panchayats, Fort St George.
 Honorary Organizers of village panchayats
 Village panchayats constituted in their respective districts

Supplies on payment.

All Port officers except the Port officer at Tuticorin (Gazette of the district in which the officer concerned is stationed).

Excise Supplement.

Officers of the Excise Department.

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Government of Madras

PRINTING MANUAL

PART II—PROOF-READING AND STYLE FOR SPELLING, TRANSLITERATION, PUNCTUATION, ETC

NOTE —The style herein laid down will be followed in all work sent to the Government Press for printing, unless, for special reasons, the press is requested to follow 'copy,' in which case the department concerned will be responsible for accuracy and uniformity

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PROOF CORRECTIONS

1. The signs and abbreviations commonly used to indicate the corrections to be made in a proof are given on pages 4 to 7. They should be adopted for all works sent to the Government Presses, as time will be saved and greater accuracy will be ensured.

2. Every correction should be marked neatly in ink in the margin of the proof exactly opposite the line in which the correction is to be made. All corrections to be made in the left half of the page should be written in the left-hand margin of the proof with the first correction written nearest the edge of the paper, the second alteration in the same line being by its side to the right nearer the type, the third on the inner side of the second and so on till the middle of the line is reached, when the corrections in the right half are written in the right margin but in inverse order, the first alteration in the same line being made close to the print, the second on the outer side of the first in a line with it, the third still nearer the edge of the paper and so on with the remainder, as shown in the ninth line of the specimen proof on page 4. In each case a \wedge or other mark is made in the line to indicate the place where the correction marked in the margin is to be made. It is important that this order is followed and that a long / stroke is placed after every correction written in the margin, except those which are indicated by special signs. While every endeavour is made to ensure accuracy, the press takes no responsibility for corrections not written in ink in the margin.

3. Corrections to be made in two or more pages or in several places in the same page must be repeated in full in every case. Corrections referred to in a separate note or letter cannot be attended to as there is no staff available to transfer them to the proofs. The proof is taken as the sole guide in the press.

4. When it is necessary to transfer matter from one page to another the change should be marked in both pages. The proofs should not be cut up in such cases nor when any matter is deleted.

5. Nothing should be written against the printed matter on a proof except to show individual corrections. Any special instructions or remarks should be encircled and, if possible, written with ink of a different colour, otherwise the compositors may incorporate such remarks in the text. Instructions as to the number of copies required, etc., should, except for confidential work, be given only on the signed memorandum sent with the proof.

6. It is particularly requested that queries made by the press on a proof may be settled before the proof is returned, as the press will assume that the matter is correct if no reply is given. The press is not responsible for questioning the accuracy of a statement, etc. Deviations from copy will be made by the press only where there are palpable errors in dates, spelling, or of style, and when it is evident that there has been no attempt at systematic punctuation, spelling, etc., as prescribed in this publication.

CORRECTED PROOF [^]x¹⁴

33 caps/

Good proofs -

centre/24

23 ³² caps/ There is a practice in many offices of sending out ^{q1}
³⁰ uncorrected proofs Those which do this plead that ^{who}³
¹⁵ ⁴ ¹⁵ ²⁴ it saves time and gives a customer an idea of the
² appearance of his matter. Still other offices send out ^{the}²²
² proofs, whether corrected or uncorrected, which are ^{on}²⁵
³ common paper, and without regard to margin ^{eq} [#]²⁰
³ the recipient is ashamed to show it, and makes the ^{his} ^e^h
⁸ marks he finds necessary with haste, hoping that he
²⁵ will receive no others looking like it. Both practices ^{Italy}³¹
⁷ are wrong. If time could be afforded, the printer [#]¹⁵
⁷ before it became necessary to put it in the hands of
the messenger. Proofs ~~not~~ ^{are} intended for tyros to
practise upon, and experience shows that ninety-nine
¹³ per cent of business men cannot tell whether the
work has been done properly or not. If a sheet or
galley be given them, they correct a portion of the
¹⁴ printer's errors, the remainder being invisible to ^{their}^{stat}¹²
³³ eyes. But they do see many faults in workmanship,
although they are unable to indicate why they seem
¹⁷ wrong. It weakens their belief in the ability of the ^{them} ^{lead} ^{less}²⁷
² printer, for they are unable to discriminate between the
errors that he is certain to see and those which he ^{will}³⁶
⁶ probably overlook. The latter will form a very ^x²¹
small fraction of the whole, but the outsider cannot
judge of this.

¹¹ He sees a wrong figure in his address, a ⁴ turned ⁸
letter elsewhere, a couple of leads between some lines ^q
⁴ when one in other places, or he may notice a wrong
name. These errors diminish his confidence. ^{If} ^a¹⁰
²¹ proof has been taken upon good paper, with care, the
author can at least imagine how his work will appear,
so far as the type is concerned. There is a certain
¹⁴ pleasure in seeing one's productions in print, as may
be witnessed everywhere. Distinguished literary men ^{rom}³⁴
are not exempt from this weakness, as Dickens and
³⁵ Jerrold both showed. How great, then, to such men
must appear the deformities of a proof which, while
²⁶ pretending to set forth their very words, gives them ^{slack}²⁸
something entirely different, or at least disfigures the
page with bad and turned letters, wrong founts, and ^{over}²⁹

30 rule/

* Fisher's Letterpress Printing, page 333 Br/37

(Explanation of correction marks referred to by numbers is given on pages 6 & 7.)

MATTER AS CORRECTED

GOOD PROOFS *

THERE is a practice in many offices of sending out uncorrected proofs. Those who do this plead that "it saves time and gives a customer an idea of the appearance of his matter." Still other offices send out proofs, whether corrected or uncorrected, which are on common paper, and without regard to margin. The recipient is ashamed to show it, and makes the marks he finds necessary with haste, hoping that he will receive no others looking like it. *Both* practices are wrong. If time could be afforded, the printer should never send a proof unless every effort had been exhausted upon it before it became necessary to put it in the hands of the messenger. Proofs are not intended for tyros to practise upon, and experience shows that ninety-nine per cent of business men cannot tell whether the work has been done properly or not, if a sheet or galley be given them, they correct a portion of the printer's errors, the remainder being invisible to their eyes. But they do see many faults in workmanship, although they are unable to indicate why they seem wrong—it weakens their belief in the ability of the printer, for they are unable to discriminate between the errors that he is certain to see and those which he will probably overlook. The latter will form a very small fraction of the whole, but the outsider cannot judge of this. He sees a wrong figure in his address, a turned letter elsewhere, a couple of leads between some lines when there is only one in other places, or he may notice a wrong name. These errors diminish his confidence.

If a proof has been taken upon good paper, with care, the author can at least imagine how his work will appear, so far as the type is concerned. There is a certain pleasure in seeing one's productions in print, as may be witnessed everywhere. Distinguished literary men are not exempt from this weakness, as Dickens and Jerrold both showed. How great, then, to such men must appear the deformities of a proof which, while pretending to set forth their very words gives them something entirely different, or at least

* Fisher's *Letterpress Printing*, page 333

EXPLANATORY REMARKS

The numbers are of course merely for reference to these remarks
and are not marked on the proof





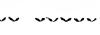
Reference
No on speci-
men proof

Instructions conveyed to compositor

- 1 Turn the letter round, it is upside down.
- 2 Delete or take out the letter or word through which the stroke is made
- 3 Substitute the letter or word written in the margin of the proof
The diagonal stroke, termed the separatrix, is placed after most corrections to keep them apart
- 4 Insert the letter, word, etc., written in the margin in the place indicated by the caret
- 5 Insert a space This mark indicates the normal or thick space, a single + mark may be made when a thin space is required, a ++ mark for a middle space, and +++ for an en space The mark for the thin and middle space, respectively, are distinguished from the single dagger \dagger and double dagger \ddagger by the reference marks being followed by the diagonal stroke
- 6 Insert space equal in ems to the number of spaces written in the margin, thus, \square one em, $\square\square$ two ems, $\square\square\square$ three ems, etc An em is a space equal to the depth of the type.
7. A portion of the manuscript too long to be written on the proof has been omitted, refer to the manuscript
- 8 Close up the letters, no space is required
- 9 Transpose the marked portions When more than three words are to be transposed their correct position may be indicated by figures
- 10 Begin a new paragraph
- 11 Join up the matter, a new paragraph is not required
- 12 Let it stand. The dots are marked only under words or letters which have been struck out in error but which are to remain as they are without alteration
- 13 Insert a full stop
- 14 Insert an apostrophe The curve is attached to the separatrix or / stroke to distinguish this punctuation point from the comma. All superior characters, such as $\ast^1 2^a b$, printed near the top of the line are marked in a similar manner and, conversely, those below the line as in chemical equations have a curve above them
15. Insert quotation marks
16. Insert a hyphen
- 17 Insert a one-em dash or line The horizontal stroke should be longer and the vertical stroke shorter for an em dash than for an en or half em dash, thus, — For longer dashes the line written should be marked off by short lines, thus, —|—| 2 ems, —|—|—|—| 3 ems, —|—|—|—|—|—| 4 ems

Reference
No on speci-
men proof

Instructions conveyed to compositor

18. Insert a comma. All other punctuation marks, except the full stop and 'superiors,' should have the separatrix attached like letters.
19. Push down the space which is level with the type face, making an unnecessary black mark. Should these be numerous the part of the page in which they appear may be encircled.
20. Equalize the spacing. Take some space from the place marked  and add it to the places marked /
21. Change the imperfect type
22. Substitute a 'ligature' (joined letters) for the single letters. The single  sign is made under the letters which are written in such cases, as distinguished from the 'close up' sign (No 8)  which occurs in the margin by itself. This is a technical detail to be attended to by the press.
23. Bring the words out to the end of the line, no indention is required. When words are to be indented the mark  is used to indicate that the line is to be set back to the place indicated by the perpendicular portion of the sign, or No 6 sign may be inserted, or the word 'Indent' may be written in the margin.
24. Place the words in the middle of the line
25. The spacing (or word division) is incorrect. Take over the letters marked to the preceding (or following) lines to make the lines end where the marks are made.
26. The lines are bent or letters have slipped, put them straight.
27. Insert space between the lines. The number or kind of leads should be specified by the professional reader only. For spaces deeper than 7 thick leads the depth is expressed in 'ems' of one-sixth inch.
28. The line is loose and the type is 'off its feet'
29. Take the lines cut off by the mark 'over' to the following or 'back' to the preceding page as the case may be. This is a technical detail always left to the press.
30. Insert a line.
31. Alter the words underlined into italic, one straight line.
32. " " " " small capitals, two lines.
33. " " " " capitals, three lines
34. " " " " clarendon, antique or any other special type, a single waved line, thus , with the name of the type written in the margin.
34. Change the words underlined to roman or ordinary type.
35. Alter to lower case or small letters.
36. A wrong fount, substitute a letter of the correct face.
37. Reset in the type named. Abbreviations are used thus Br. for Brevier, P. for Pica, 10-pt for 10-point, etc.

SPELLING

In the absence of special instructions the spelling in these lists is to be adopted by typists, clerks, copyists, compositors and proof-readers, except in reprints, legal work, old records, communications of other Governments and of the Secretary of State, even if the style of the whole work is not uniform. Enclosures, etc., from officials of the Madras Government improperly prepared are to be edited in accordance with the style prescribed here *before they are sent to the press*.

Alternative or difficult spellings—The following list includes the spelling to be followed for words which admit of two or more ways or which are frequently mis-spelt, and of homonyms often improperly used. The use of the terminations 'able,' 'ible,' 'ise,' 'ize,' 'or,' or 'our,' and foreign and vernacular words and phrases will be found in separate lists in this Manual to which reference should also be made —

NOTES TO REFERENCE MARKS USED

* Nearly all others for the same kind not included here end in 'ant,' 'ance,' or 'ancy'

† Most words of this class not in this list take 'tion'

‡ This list contains examples of, and deviations from, the rule that words of one syllable (and words of more syllables when the accent is on the last syllable) ending with a consonant preceded by one vowel usually double that consonant on adding 'ed' or 'ing'

§ This follows the rule that words ending with single 'e' omit it when 'ing' is added. The principal exceptions are noted in this list.

|| With a few exceptions, civil titles have 's' added to the first part for the plural, and military titles generally have the 's' at the end of the second part.

¶ Similar cases of nouns of foreign origin in frequent use which still follow the inflexion of those languages and not the rule for English words are included here.

** The principal exceptions to the rule that the plural of nouns ending in 'o' with a consonant preceding the 'o' is formed by adding 'es' are included in this list. Others and those with a vowel before the 'o' take 's'.

†† This list contains all the more common compounds with 'man' the plurals of which are formed by adding 's' and not by the termination 'men'.

‡‡ The position of 'i' in this class of words may be known by remembering that when the derivative noun ends in 'tion' the verb is spelt with 'ei,' otherwise it is 'ie'.

§§ 'k' is usually added to 'c' before terminations beginning with 'e,' 'i' or 'y'.

abate, abating §	abridgment (not ge)	abstinence
abbatoir	abscissa (pl -æ)	abut, -ted, -ting‡
abhorrence, -ied,	abscission †	abyssmal
above-board [rent*]	absence	abyss
above-cited	absorbent *	accede, -r
abovesaid	abstersion	accessary

accessory	albumin	anyone (two words, of a number)
accommodate	alchemy	anything
accompanist	alienation	anywhere
achieve ‡‡	align, -ment	apophthegm
acknowledgment	alkali	apostasy
acquirement	allege	appal, -led, -ling
acquit, -tal, -tance, -ted, -ting ‡	allegory	appanage
adaptable	all fours	apparatus (pl also)
addorsed	allot, -ted, -ting	apparel, -led, -ling
adherence, -ent *	all right	apparent
adhesion	almanac	appendix (pl -ices) ¶
adieu (pl -x) ¶	alter (altar, table)	appraise (but apprise, to inform)
adjudgment	altogether (but all together in a body)	aqueduct
Adjutant-Generals	alumnus (pl alum- ni) ¶	arc (but ark, ship)
admission	amanuensis (pl -es)	arcenum (pl -a)
ado	ambidexterity	archæology
advancement	Amir	archidiaconal
advertency, -ent	ammeter	ardent
advertisement	amortize	Argentinian
Advocates-General	ampere	armadillos **
ægis	amuck	armful
æolian	amyl (alcohol)	arrack
æon	anæmia	arrow-root
aerated	anæsthetic	arrow-toothed
aerial	analys/e -is (pl -es)	artisan
aerie	ancestress (not -tix)	artist (-e, performer)
aeronaut	ancient	asafetida
aeroplane	ancillary	asbestos
Æsop	aneurism	ascendancy *
æsthetic	aniline	ashlar
ætiology	animalculum (pl -a)	ashore
affluence, -ent	ankle (not -cle)	aspirate (-erate, [roughen])
afield	annulment (one l)	athenæum
afterwards	anomalous	atlas
aftward	ante-act	attar (not otto)
ageing	antecedence, -ency	Attorneys-General
aggrandizement	antechamber	aught (ought, cipher)
aggrieve ‡‡	anterior	augur (auger, tool)
aglow	ante-room	auntie
agree, -ing	antithesis (pl -es)	auto-infection
agriculturist	anybody (two words, any number)	auto-inoculation
aigrette	anyhow	auto-intoxication
ail (ale, beer)		automaton (pl. -a)
a-kimbo		automobile
albino (pl -s) **		
* albumen (of egg)		

avid (greedy)	believe	braise (cook)
aweing	bell (belle, lady)	braise (to solder)
awesome	belligerent	brake (break, de-
awful	beneficence	brand-new [stroy)
awhile, adv.	benefit, -ed, -ing	Brazilian
ax	benevolence	breach
axis (pl -es)	benumb	breech, of gun
ay (always)	benzene	bric-à-brac
aye (yes)	benzol	bridal (-dle, harness)
	benzoline	brier-root
bade (past of bid)	bereavement	Britannia
bail (bale, bundle)	besiege ‡‡	broach
balk (not au)	bethrall	brooch (ornament)
ball (bawl, shout)	bevel, -led, -ling	browse
ballot, -ed, -ing	biannual (half-year)	bryony
bandoleer	biased	Buddha
banjo (pl -s)	biennial (two-yearly)	buddhi (intelligence)
banneret (law), -te	bigot, -ed, -ing †	Buddhism
banns	bijou (pl -x)	Buddhist
banquet, -ed, -ing	bilious	budget, -ed, -ing
banyan	billet, -ed, -ing	buffalo (pl -es)
Barbados	bindery [place)	buffet, -ed, -ing
bare (bear, animal)	birth (berth, sleeping	bulrush
bark (ship)	bistre (pigment)	burden (not th)
barouche	bivouac, -ked,	bureau (pl -x)
barque (bark, of tree)	-king §§	burglar
barrage	bi-weekly	burnt (burnt lime,
barrel, -led, -ling	blanket, -ed, -ing	etc)
barren (Baron, title)	blissful	but (butt with head)
basin	blizzard	by and by
basis (pl -es)	blond (f -e)	by-election
baton	blouse	bygone
battalion	blueing	by-lane
battledore	bluey	by-law
bay (Bey, Governor)	bluish	byname
bayonet, -ed, -ing	boar, bore, boor	bypath
bazaar	bodice	by-play
beach (beech, tree)	bogie (truck)	by-product
beat (beet, plant)	bogy (goblin)	by-road
bedroom	bonanza	by the by
beer (bier for dead)	bonnet, -ed, -ing	by-way
befall	bookbinding	byword
beg, -ged, -ging ‡	book-learned	
behoof	booze (boose, stall)	
behoove	boulder	
beldam	Brahma (deity)	cactus (pl -i)
belief ‡‡	brahma (fowl)	caddis (larva)
		calcareous (not -ious)

calendar (-er, to smooth)	champagne (wine)	coextensive
caliph	champaign	cognizance
calligraphy	channel, -led, -ling	coheir (f -ess)
calliper	chant	coherence, -ent
caltrop	char, -red, -ring	cohesion
calyx (pl -ices)	chassis	coincidence, ent
cancel, -led, -ling	cheetah	colander
cannon, -ade	cheque (on bank)	colic, -ky
canon (law or rule)	chequered career	collapsible
cañon (Spanish)	chestnut	coloration (see 'or')
canst	chic (style)	colour
can't	chick (blind)	colourist
canto (pl -s) **	Chile (but, Chilean)	coma (pl -æ)
canvas (n)	chillness	combat, -ed, -ing
canvass (v)	chilly (chill, plant)	come-at-able
capital (chief, money)	chirrup, -ed, -ing	commit, -ted, -ting
capitol (edifice)	chock-full	commonplace
carafe	chrysal/is (pl -ides)	commonsense (as adj only use hyphen)
carat (-et, mark)	chutney	compel, -led, -ling
carburetted	cider	competence, -ent
carcass (not -se)	cinchona	complacent (com-plaisant, obliging)
cargo (pl -es)	cipher	complement (full-completion [ness])
carol, -er, -ing	circumference	complexion
carpet, -ed, -ing	circumflexion	compliment (praise)
carrot (root)	claimant	compulsion
cartography	clamant	concede
casein	clarinet, -tist	conceive
cashmere (fabric)	clench (but clinch)	concur, red, -ing
catamaran	clerestory (argument)	condescension
catarrhine	clinic	condolence
catalytic	clinometer	confer, -red, -ring
cat's paw (nautical)	clique	conference
cauldron	cliquism	confession
caulk	cloak (not cloke)	confidant (f -e)
caviare	cloth (pl -s)	confident (positive)
cavil, -led, -ling	clothe (v)	confidence
cayman (pl -s)	clothes (n)	confirm
cede (but seed, grain)	clue (clew, of sail)	confluence, -ent
ceiling	coagul/um (pl -a)	conform
celluloid	coalesce	connexion
celtic	cocaine	conning
centipede	coconut	connivance
centre, ed, -ing (centering, framing)	cod/ex (pl -ices)	consensus
cerulean	coefficient	consequence, -ent
	coercion	
	coeval	
	coexist	

consistence, -ent, -cy	creak (creek, n)	dependent, -ence
constituent	cricket, -ing	deponent
constrained	criteri/on (pl -a)	depository (person)
consular	critic (person), -ize	depository (place)
contemporary	critique	depulsion
conterminous	crotchet, -ed, -ing, -y	deshabille
continence, -ent	crosier	desiccate, -d
contract, -ed, -ion	crucifixion	desideratum (pl -a)
control, -led, -ling	cruse (jar)	desistance
Controller (Comptrol- ler, India Treas- ury)	crystallized	despise (not di-)
convenience	Cuban	despondency, -ent
conversion	cumul/us (pl -i)	desuetude
cony	cuneiform	detector
coolie, -s	currency	deterrent
coolly	current (-ant, fruit)	develop, -ment
co-operate, -tive	curricul/um (pl -a)	devilling
co-ordinate	curtsy	dhow
copier	cyclopædia	diaconate
coquet (-tte, n, i -te)	cyst	diæresis
coquet, -ting, -tish	dacort	dialyse
co-respondent (joint)	dam (bank)	diameter
cornfield	damn (condemn)	diarrhœa
corollary	dais	didos
corpulence, -ent	datum (-pl a)	differ, -ence
corralling	daybreak	diffidence, -ent
correlat/e, -ive	day (Dey, governor)	diffluent
correspond, -ence	dead lock	diglot
correspondent (writer)	dear (deer, animal)	dike
corrupt, -ed, -ion	debarkation	dilettante (pl -i)
corrupter	debonair	diligence
corslet	deceit ‡‡	dimension
corvette	deceive	dinghy
cosy	decern (discern, see)	disbursement
cotillion	declaration	discolour, -ed, -ment
cottar (-er, pin)	declension	discoloration
council (body), -lor	decolour (decolorize)	discomfit, -ed, -ing
counsel, -led, -ling	decrepit	discomforted
counter-attack	decursion	disconnexion
courtesan	defence	discreet (prudent)
court martial	defer, -red, -ier, -ing	discrete (separate)
courts martial	deflexion	discussion
cousin-german	delinquent, -ency	dishevelled
cousins-german	demarcation	disk
cranium (pl -a)	demesne	dispatch
	demurred	dispensary
	dengue	dissension

distension	embargo (pl. -es)	ensuing
distil	embark	ensure (make safe)
distract (f. -e)	embarkation	insure (financial),
disyllable	embarras, n. (-s, verb)	assure (life)
divers (-e, different)	embassage	enthral, -led, -ling
divest	embed, -ded, -ding	enthrone, -d
divulsion	embezzlement	entrap, -ped (not in-)
docket, -ed, -ing	embitter	entrench, -ment, -ed
doggerel	embolden	entrust
doleful	emboss	envelop, v (-e, noun)
dolman (pl. -s)	embouchement	enveloped
domino (pl -s), mask	embowelled	envelopment
dominoes (game)	embower, -ed	epaulet, -ted
dose (doze, sleep)	embrasure	equal, -led, -ling
dote, dotage	embroil	equalization
drachm	embryo (pl -s)	equipage
draft (rough sketch)	emeritus (pl -i)	equipped
draftsman (of docu- ments)	emersion	equivalent
dragoman (pl -s)	emigrant, out (immigr- into place)	equivocal
draught (air, drink)	emigration (immigr- moving in)	erratum (pl -a)
draught-board	eminence, -ent, -ency	escheat
draughtsman (of drier, -est [plans])	empanel, -led, -ling	Eskimo (pl -s)
drop, -ped, -ping	emphasis (pl -es)	estoppel
drought (scarcity)	empirical (experim- ent)	estrangement
dryly	emporium (pl -a)	eucalyptus (pl -i)
dry-rot	enamel, -led, -ler, -ling	eulogium
duel, -ling	encase	euphemism
dullness	enclasp	euphuism
duly	enclave	evasion
duodecimo (pl -s)	enclose, enclosure	evermore
duress	encrust	everyday
dyeing (colouring)	encumber	every one
dying (expiring)	endorse, -e, -i, -ment	everything
dynamo (pl -s)	endow, -ed	everyway
	enfeeblement	everywhere
echelon	enfranchisement	evulsion
echoes	engagement	exaggeration
ecstasy	engraft	exceed
ecstatic	engrain	excellence (pl -s)
eerie	engross, -ed	Excellent/cy (pl -cies)
efficiency, -ent	enlargement	excerpt
effluxion	enrol, -led, -ler	excision
effluvium (pl -a)	enrolment	Ex coupon
egoistical	ensconce	excursion
electro-galvanize	ensheath	existence, -ent
elicit (ill-, unlawful)		expanse (space)
ellipsis (pl. -es)		expediency, -ent
		expense
		expulsion

externally	fluorspar	garish
exude, exudation	flyer	garlic, -ky
eye, -ing	focus, -ed, ing, -es	gasolene
eyewitness	fœtus	gaucho (pl -s)
	foggy, misty	gauntlet (glove)
facet, -ed, -ing	fogy, (pl -ies)	gelatin
facula (pl -æ)	forbade	genealogical
fæcal	forbear	genius/ (pl -es, also genii)
faggot	foregone	genus (pl -genera)
faint (fe- pretence)	forehead	genre (art)
fair (fare, food)	forejudge (for- law)	genuflexion
fairway	foretell	German (pl -s) ††
faithful, -ly	for ever	get-at-able
fantasy	forgo	ghoul
farinaceous	forte (fort, building)	gibbet, -ed, -ing
farrago	forth (fourth, mid- nal)	gibe
farther (distance)	formula (pl -æ)	gild (guild, a society)
feculence, -ent	foundry	gilt (guilt, culpabi- gimlet [lity)
feldspar	fourfold	gipsy
fellah (pl -een)	fraudulent, -ence	glazier (-zer, poli- sher)
fencing	freeze (frieze, cloth)	gloss (but gloze over)
ferret, -ed, -ing	frenzy	glue, -y, gluing
ferrule	fresco (pl -es)	gneiss
fetid	frolic, -ked, -king	goal
fetor	frowsy	godmother
fez (pl -es)	fuchsia	God-fearing
fiasco (pl -s)	fuelled	godlike
fibrilla (pl -æ)	fulcrum (pl -a)	good-bye
fibrin	fulfil, -led, -ling	good day
fidget, -ed, -ing, -ily	fullness	good humour
figtree	fungus (pl -i)	good-humoured
fillet, -ed, -ing	further (addition to)	gossip, -ed, -er, -ing
fillip, -ed, -ing	fuse, -e, fusil	gouge
finicking	fusilier	gourmand
first-hand	fusillade	grandam
fistula		granddaughter
fizz		grandmother
fledgeling	gaby	grand-nephew
flee (flea, insect)	gage (gauge, mea- garety [sure)	greasy
flexion	gaily	great (grate, sound)
floatage	gallipot (jar)	grey, greyish
floculence, -ent	galipot (resin)	grievous
flotation	gallon	grisly (grizzly bear, or grey)
flotsam	gallop, -ed, -ing (galop, dance)	
flourished	gambol, -leā, -ling	
fluky		
flunkey		

grovel, -led, -ling, gruesome [-ler guarantee guerrilla warfare guerdon gun-shy guttural gymkhana gymnasium (pl -a)	heresy hieing hindmost hindrance hinge, -ing hoard (horde, troop) hoeing holiday holey, with holes holy homœopathic hoping (to hope) hopping (to hop) hornblende horoscope horse-flesh horse-power horse-race horseshoe horsewhip horsy (not ey) hostler hour-glass hoveller, -ing human (pl -s) humerus (bone) humorist, -ize humorous, -ly, -ness humour, -ed, -some, -someness, -someness hussy huzza hyena hypotenuse hypothesis (pl -es)	imminence, -ent impale impasse impatience, -ent impellent imperial, -led, -ling impression imprudence, -ent impudence, -ent impulsion inamorato (f -a) inasmuch incipient (insî, fool- ish) incubus (pl -i, incu- bous, botanical) incumbency, -ent incursion indenture independence, -ent indexes (indices, indict [math) indiscreet (indiscrete, not divided) indite (compose) indolence, -ent indoor induction ine, chem suffix (-in for neutral bodies) infer, -ence, red, inflexion [-ring infra-auricular infra-axillary infra-red ingenious ingenuous (candid) inherence, -ent initial, -ed, -ing innocuous innuendo inoculate inquire, inquiry (into) insight (incite, stir install, -ed [up) instalment instil, -led, -ling insure (see ensure)
hadst hæmatite hæmorrhage hæmorrhoid haggard hair (hare, animal) half-caste half-dozen (half a dozen) half-hour half-inch (half an half-way [inch) hallo! halo (pl -es) handful handicap, -per, -ping handiwork hand-made handmaid handsel handy-man haphazard harangue harass hare-brained harridan harrier hauler haulm hauteur havoc hazard head-dress healthful heard (herd, cattle) hearken heart (hart, stag) hectogram hectolitre	icing ideograph idiocy (not -tcy) idiosyncrasy idle, idly, idling idyll ignoramus (pl -es) ill-fated ill-health illness imbroglio (pl -s) immanent immersion	

intention (intension, stretching)	kimono (pl -s)	limb (limn, draw)
intercede	kleptomania	liquefy
interment	knick-knack	liquorice
intermittent	knobby	litigious
inter-, -red, -ing	kopje	litre
interregnum (pl -a)	Koran	loadstone
intitule (but entitle)	kotow	loan (lone, solitary)
intransigent	label, -led, -ling	loath, averse
intrusion	lac, resin	loathe, hate
inure	lachrymal	lodestar
inveigle	lachrymose	lodgment
inweave	lack, without	loping (-ping, cutting)
iodine	lackey	lory (lorry, wagon)
ipeacuanha	lacquer	lounge, lounging
iridescence, -ent	ladylike	lucre
iris, irises	lain (lane, road)	lumbar, adj
irrelevant	lakh, money	lumber, n
	lambent	
jactation	lambskin	macintosh
jactitation	lamb's-wool	macroscopic (mi-, small)
jail, -er (not gaol)	lamella (pl -æ)	madregal (fish)
jam, v (jamb, n)	lamina (pl -æ)	madrigal (song)
janizary	lantern	maelstrom
jarrah (wood)	lap, -ped, -ping	magniloquence, -ent
jeune	lapel, -led	mahout
jetsam	largess	malapropos
jettison	larva (pl -æ)	malevolence, -ent
jewellery, -led, -ler	larynx (pl -nges)	mamma
jews' harp	lascar	management
jostle, -r, jostling	lasso, -ed (pl -s)	mandatary, person
judgment	latency, -ent	mandatory
jugful	lath (lathe, machine)	mandolin
junket, -ed, -ing	latrine	mandrel (-rill, ba-
Junto (pl -s)	letter (later, behind)	mango [boon])
	laurel, -led	mangosteen
keepsake	legerdemain	manifesto (pl -es)
kennel, -led, -ling	leniency, -ent	manikin
kernell, -ed, -y	lens (pl -es)	manoeuvre, -d
kerosene	lesson (-en, to re-	manumit, -ted, -ting
ketch (vessel)	lettuce [duce)	market, -ed, -ing
keynote	level, -led, -ler, -ling	marque (letters of)
khaki	lexicon	marquess
khedival	libretto (pl -i)	martin (-en, animal)
kidnap, -ped, -per,	licence, n (license,	marvel, -led, -ling
kilolitre [-ping	lich-gate [v)	masterpiece
kilometre	life-like	mattress
kilowatt	lifetime	maul
	hies	

mausoleum (pl. -a)	modified	noticing
maybe	modifying	novitiate
mayst	mollient	nowadays
maze (maize, corn)	mollusc	nowhere
meagre	momentum (pl -a)	nucleus (pl -i)
meantime	moneyed	nurse, nursing
meanwhile	moneys	nursling
mediaeval	mosquito (pl -es)	
mediocre	Moslem	oasis (pl oases)
meet (meat, flesh)	Montenegrin	obedience, -ent
memoriter	mottoes	obsession
mendacity (untruth)	mould	occasion
mendicity (begging)	moustache	occur, -red, -rence,
merino (pl -s)	mucous, adj	ochre [-ring
mestizo (pl -s)	mucus, n	octavo (pl -s)
metal, -led, -ling	mungoose	octopus (pl -es)
metamorphosis (pl	muscle (-sel, bivalve)	œsophagus
mete, to measure [-es)	Mussalman (pl -s) ††	offence
meter, measure		offer, -ed, -ing, -tory
metre, verse	nap, -ped, -ping	off-hand
miasma (pl -ata)	naphtha	offsaddle
microcosm (ma-,	naught (nothing)	offshoot
midday [great)	nautilus (pl -i)	oft-times
mid-ocean	nebula (pl -æ)	omit, -ted, -ting
mightst	negotiate, -tion	omniscience, -ent
mileage	neighbourhood	one-and-twenty
millenary	net (no deduction)	one-eighth, etc
millennium	net, -ted, -ting	one-half (a half)
millepede	never-ending	oneself
milligram	nevermore	onrush
millimetre	new-comer	onset, -ter, -ting
millionaire	newfangled	opulence, -ency, -ent
mimic, -ked, -king	news vendor	orangeade
minutiae (sing -a)	Nicaraguan	Ordinance (Act)
miscall	niche	ordinal, -ance, -ary
missfire	nickel, -ed, -ing	ordnance (military)
misspell, -ing	ninth	orgy, orgies
misspent	nip, -ped, -per, -ping	orient
misstate, misspeak	noisome	osculatory
mistake	nonesuch	osier
mizen, -mast	nonpareil	Ottoman (pl -s) ††
mizzle	nonplus, -sed, -sing	ought (cipher)
mnemonics	nonsuit (one word)	out-and-out
mob, -bed, -bing	noonday	outdoor (out house)
moccasin	no one	out-of-date
model, -led, -ling	nostrum (pl -s)	out-of-door
modicum	nosy	outrageous

For notes to reference marks see page 8

outstrip, -ped, -ping	peony	prehistoric
overalls	percentage	premises (property)
overcharge, -d	perforce	prescience, -ent
over-glad	permanence, -ent, -cy	presence, -ent
overleaf	permit, -ted, -ting	president, -cy
oversea	persistence	pretence
oxide, oxidize	pertinence, -ent	prevail, -ed, -ing
	pestilence, -ent	preventive
packet, -ed, -ing	petrify	primeval
pad, -ding	petrol (-el, bird)	principal (chief),
pain (pane, glass)	piano (pl -s)	principle [-ally]
palaeography	phalanx (pl -es)	procession (pre-, equi- noxes)
palanquin	phallus (pl -i)	proficiency, -ent
pale, palish	phenomenon (pl -a)	programme
pallet (palette, board)	phenyl	prominence, -ent
Pan-American, etc.	physic, -ked, -king §§	promissory
pander	physique (of person)	prophecy, n (sy, v)
panel, -led, -ling	picket, -ed, -ing	proprietary
pannel (of saddle)	picnic, -ked, -king	propulsion
pannikin	pigmy	proviso (pl -s)
paraffin	pilot, -ed, -ing	prudence, -ent
parakeet	pince-nez	pseudonym
parallel, -ed, -ing	pincers	publish, -ed, -er, -ing
paralyse, -d	piquant (f -e)	pundit, (f -a)
parcel, -led, -ling	pittance	purulence, -ent
parenthesis (pl -es)	plaguy	putrefy
pariah	plain (plane, smooth)	pygmy
parol (law; -e, word)	plane sailing (nauti- plaster [cal])	pyjamas
parsnip [of honour]	plateau (pl -x)	quarantine
partisan	plum (-b, vertical)	quarrel, -led, -ling,
pasha	poculent	quartet [-lei]
pastille (pastel, art)	pomade	quarto (pl -s)
patent	pommel, -led, -ling	quartodeciman (pl)
pater/familias (pl)	poniard	queue [-s]
patience, -ent [patres]	pony	quiet, -ed, -ing
patrol, -led, -ling	portray	quinine
pavilion	postilion	quinsy
peas	Postmasters-General	quintessence
peccadillo (pl -es)	posy	quintet
pedagogy	potato (pl -es)	quit, -ted, -ter
pedal, -led, -ling	potent, -cy	rabbit, -ed, -ing
pedlar	practice (-se, verb)	(joint)
pellet, -ed, -ing	precede (but proceed)	rabbit, -ing (rodent)
pendant, n (pendent, suspended)	precedence, -ent	racket (bat)
penitence, -ent	prefer, -red, -ence	rackets (game)
peon	prefix, -ed	

raccoon	reinstall	salvo (pl. -s)
racy	reinstale	sampled, -ing
radical (-cle, bot.)	relation (connexion)	sanatorium (pl. -a)
radium	relative (relation to)	sanatory (healing)
radius (pl radii)	relied, relying	sandal, -led
radix (pl radices)	relieve	sang-froid
rag, -ged, -ging	remission	sanitary (healthful)
rail-borne	remit, -tance, -ter	sapodilla
rarefaction	renaissance	sap-rot
rarefy, rarefying	renascence	satchel
rase (erase)	reopen	scallop, -ed, -ing
ratios	repel, -led, -lent	scandalize
rattan, n.	reprieve	scansion
ratten, molest	residence, -ency, -ent	scathe, scathless
ravel, -led, -ling	resistance, -ant	sceptre
raze (destroy)	resolvent	schism
react	resplendence, -ent	schoolmistress
reappear	respondent	school-teacher, -ing
rearrange	resuscitate	sea-borne
rearward	retrieve	seamstress
rebel, -led, ling	retrocede	secede
rebut, -ted, ting	revel, -led, -ling, -ler	second-hand
recall	reverence	secrecy
recede	reversion	secretory (secretion)
receive	revise, -d, revising	seidlitz
recension	revision	seigniorage, -al, etc
recipe	revulsion	seine, -ing
recommit, -ted, -ting	rhyme	seirospore
recompense	ribbon (not riband)	seismal, -mic, etc
recompose	rickety	seize, grasp (see 'ise')
reconnoitre	rid, -ded, -ding	self-earned
re-cover (see 'Compounds')	ride, riding	selfhood
recur, -red, -ring	rifling	self-made
recurrence, -ent	riot (ryot, peasant)	selfsame
recursion	rival, -led, -ling	sentient
redoubt	rivel, -led, -ling	separate
reducible	rivet, -ed, -er, -ing	sergeant (military)
re-enforce (to put in force)	Roman (pl -s)	serjeant (law)
reinforce (strengthen)	rosin	sexto (pl -s)
refer, -red, -rer, -ring	rout, v (route, n, way)	sheath, n (-e, v)
referee	russet, -ed, -ing, -y	sheer (shear, cut)
reference		she'll (no space)
refill	sack, -ful (saque, [coat])	shellac, -ked
reflection	saltpetre	shoe, shoeing
refluence, -ent	salt-cellar	shouldst
regret, -ted, -ting,	salt-spoon	shovel, -led, -ling, -ler
reimburse [-ful]	salutary	show (v and n)
		shrillness
		shrivel, -led, -ling

sibyl	stimulus (pl. -i)	theocracy (-sy, union of soul with God)
sibylline	stop, -ped, -ping	thesis (pl -es)
siege	story (both senses)	thin, -ner, -nish
sienite	straight (strait, n)	thrash, not thresh
sierra	stratum (pl -a)	thyme (herb)
siesta	stratus, cloud (pl -i)	tinge, tingeing
sieur	studios	tinsel, -led, -ling
sieve	stupefy	tire (of wheel)
siliceous	subdivision	title-page
sing, -ing (song)	sub-district	tobacco (pl -s)
singe, singeing	sub-genus	toboggan, -ing
siphon	sub-heading	to-day
siren	subpœna	to-do (commotion)
sirocco (pl -s)	sub-section	toilet
skiagraph	subserviency, -ent	tomato (pl -es)
skilful, -ly, -ness	subsidence, -ency	to-morrow
skull, -less	subsistence, -ent	ton (tun, cask)
slight (sleight, trick)	subtle (subtile, fine)	to-night
slue (slew, killed)	succeed	topsy-turvy
slyly	succulent	tornado (pl -es)
smallpox	such-like	torque
smell, -less	sue, sued, suing	traffic, -ked, -king
smooth, -s not es	superintende/nt,	trammel, -led, -ling
snivel, -led, -ling	supersede [-nce, -ncy	tranquillize, -d
solo (pl -s)	suppository	tranquillity (no other word doubles 'l' on adding -ity)
solvency	surfeit, -er, -ing	transcendent
somebody	surge (serge, cloth)	transcursion
some one	Surgeon-Generals	transfer, -red, -ring
sometime (adv only)	suspicion	transference
somnolency, -ent	Swedish	transient
spadeful	swing, swinging	transparency, -ent
spectrum (pl -a)	swinge, swingeing	travail (to toil)
speculum (pl -a)	sycamore	travel, -led, -ling, -ler
spelt (not -led)	syllabus (pl -es)	treaties (agreements)
sphinx (pl -es)	synonymous	treatise (discourse)
spirituos		trepan, -ned, -ning
spoliation	tablespoonful (pl -s)	trestle
sponge	talc, -ky	trim, -med, -ming
spoonful	talisman (pl -s)	trinket, -ed
staid	tallness	trouser
stanch	tariff	trousers
stare (stair, step)	taïtoo	truing
stationary (fixed)	tear (tier, a row)	truly
stationery (paper)	tease	trumpet, -ed, -ing
steadfast	teetotal, -ism, -ler	tumour
stencil, -ler, -ling	tell-tale	tunnel, -led, -ling
step (-pe, bare plain)	temporary	
stile (style, manner)	tension	
still, -ness	tessellate, -d	

turbulence, -ent	vertical (-cle, axis)	wharf (pl. wharves)
Turkoman (pl. -s)	viceregal	whereas
turn-tree	Vice-Regent, -ency	wherever
tying, not tie	victual, -led, -ler,	whilom
tyro (pl. -s)	vilify, vilified [-ling	whisky
twingeing (-ging, mu)	villainy, villainous	whitewash
twofold, fourfold	virago (pl. -es)	whiting
(but a hundred fold)	virtu (articles of)	whitish
	virtuoso (pl. -s)	wholly
ultimatum (pl. -s)	virulence, -ent	whooping-cough
unbiased	viscus (pl. -viscera)	widespread
under way	volcano (pl. -es)	wilful
unmistakably		wiseacre
unparallel, -ed, -ing	wabble, not o	withal
unrival, -led	wagon, -er, -ette	withhold
unroll	wainscot, -ed	woeful
unskilful, -ly, -ness	waive (wave, undu-	wooded, woos
until	wakeful [late)	wool, -len
up-to-date (adj. only)	waler (horse)	worship, -ped, -ping
	waste (waist, of body)	wreath, n (-e, verb)
vacuum (pl. -a)	wavy	wrongdoing
Venezuelan	weal (flesh mark)	wroth (wrathful)
veranda	weir (for water)	
verdigris	weird	xylonite
vermilion	welfare	
version	we'll (no space)	yolk
	wellnigh	
	Welsh	zero (pl. -es)
		zigzag, -ged, -ging

TERMINATIONS

'Able'—With certain exceptions the 'e' is omitted in words ending in silent 'e' when 'able' is added, but if 'able' is preceded by 'ce' or 'ge' the 'e' is retained to indicate the soft sound. Words ending in 'ee' retain both letters, and a final consonant before 'able' is usually doubled, others generally take the termination without any change in spelling of the root word. The following spellings of exceptional or doubtful words are to be adopted.—

abatable	declarable	incurable (no cure)
abdicable	defaceable	incurable (liable to)
acidifiable	defamable	indefatigable
acquirable	deferrable	indispensable
admirable	definable	inferable
admittable	delineable	inflammable
adorable	desirable	inflatable
advisable	dilatable	irreconcilable
aggrandizable	dispensable	irrefragable
agreeable	dissoluble	knowledgeable
analysable	dissolvable	lapsable
arguable	dissyllable	likeable
ascribable	distastable	liquefiable
assessable	drivable	liveable
atonable	endoisable	lodgeable
authorizable	enduable	lovable
balanceable	endurable	mailable
baptizable	enforceable	malleable
believable	enfranchisable	manageable
biddable	evadable	marriageable
blameable	evolvable	mistakable
bounceable	exchangeable	mixable
briable	excisable	movable
bridgeable	excusable	nameable
changeable	exercisable	negotiable
chargeable	extractable	noticeable
clubbable	forgettable	overcomable
cognizable	forgivable	palatable
committable	framable	partakable
conferrable	gettable	passable (see ible)
confinable	giveable	peaceable
contractable	honourable	perceivable
conversable	ignitable	pleasable
creatable	immeasurable	pleasureable
crystallizable	immovable	pledgeable
damageable	impassable (see ible)	presumable
datable	improvable	provable
debatable	incognizable	purchasable

rateable	reputable	serviceable
realizable	rescuable	sizable
rebukeable	resolvable	solvable
rebuttable	resumable	tameable
receivable	retraceable	tenable
reconcilable	retractable	traceable
re-dressable	revisable	transferable
redoubtable	rideable	transformable
regrettable	rulable	tuneable
relapsable		unmistakable
removable	saleable	unsaleable
replaceable	salvable	unserviceable
representable	scalable	usable
	seizable	

'*Ible*'—The following are the words in general use ending in 'ible', most others commonly employed take the termination 'able'. Note that the 'e' is dropped when 'ible' is the terminal —

accessible	decoctible	exigible
adducible	deducible	existible
adjustible	defeasible	expandible
admissible	defectible	expansible
annexible	defensible	expendible
apprehensible	depictible	expressible
audible	deprehensible	extendible
avertible	depressible	extensible
	descendible	extractible
bi-partible	destructible	
	diffusible	fallible
coercible	digestible	feasible
combustible	dingible	fencible
comestible	discernible	flexible
comminable	discerptible	forcible
compatible	dismissible	frangible
comprehensible	dissectible	fusible
compressible	distensible	
conductible	distractible	gullible
congestible	divisible	horrible
contemptible	docible	
contractible		ignoscible
controversible	edible	illegible
convertible	educible	immersible
convincible	effectible	immiscible
corrigible	effervescible	impartible
corrodible	eligible	impassible, without
corrosible	eludible	feeling (but impassible, cannot be
corruptible	enforcible	passed)
credible	evasible	impatible
crucible	evincible	impedible
deceptible	exhaustible	imperceptible

impermissible
 impersuasive
 implausible
 impossible
 impressible
 inaccessible
 inadmissible
 inapprehensible
 inaudible
 incoercible
 incognoscible
 incombustible
 incommensurable
 incompatible
 incomprehensible
 incompressible
 inconcussible
 incontrovertible
 inconvertible
 unconvincible
 incorrigible
 incorrodible
 incorruptible
 incredible
 infeasible
 indefensible
 indelible
 indestructible
 indigestible
 indiscernible
 indivisible
 inducible
 ineligible
 ineludible
 inerasable
 inexhaustible
 inexpandable
 inexpressible
 infallible
 infeasible
 inflexible
 infractible
 infrangible
 infusible
 inscriptible
 insensible
 instructible
 insubmersible
 insuppressible

insusceptible
 intangible
 intangible
 intelligible
 intervisible
 inevitable
 invincible
 invisible
 irascible
 irreducible
 irrefrangible
 irremissible
 irreprehensible
 irrepressible
 irresistible
 irresponsible
 irreversible
 legible
 mandible
 manifestible
 negligible
 omissible
 ostensible
 passible (susceptible)
 partible
 perceptible
 perfectible
 permissible
 persuasible
 pervertible
 plausible
 possible
 prehensible
 prescriptible
 producible
 productible
 protrusible
 receptible
 redemptible
 redressible (also a)
 reducible
 reflectible
 reflexible
 refrangible
 remissible

rendible
 reprehensible
 repressible
 reproducible
 resistible
 responsible
 reversible
 revertible
 risible
 seducible
 sensible
 solvable
 suable
 subdivisible
 submersible
 submersible
 subventible
 suggestible
 supersensible
 suppressible
 susceptible
 suspensible
 tangible
 terrible
 traducible
 transgressible
 transfusible
 transmissible
 transmittable
 transvertible
 unadmissible
 unconvertible
 uncorruptible
 undiscernible
 unexhaustible
 unexpressible
 unfeasible
 unfusible
 unimpressible
 unintelligible
 unreducible
 irresponsible
 vendible
 vincible
 visible
 vitrescible

'*Ise*' or '*ize*.'—The following with their compounds and derivatives should be spelt with '*ise*', nearly all others of the same class require '*ize*'.—

advertise	demise	manumise
advise (advice, n)	despise	merchandise
affranchise	devise	misadvise
appraise	disfranchise	
apprise (to inform)	disguise	premise (v and logic)
apprize (value)	emprise	prise up (but a prize)
arise	enfranchise	
braise (braise, to solder)	enterprise	reprise
	excise	revise
	exercise (but exorcize)	rise
chastise	franchise	seise (law)
circumcise	galliardise	supervise
comprise	improvis	surmise
compromise	incise	surprise
contrariwise		treatise

'*Or*' or '*our*'—The following are the principal words ending in '*or*' which are often misspelt others generally take '*er*' as the termination The spelling to be preferred for words ending in '*our*' which are spelt in two ways is also noted here The '*u*' is usually omitted in '*our*' when '*ous*,' '*able*,' '*ary*,' '*ton*,' and similar terminations are added.—

abbreviator	alligator	assessor
abductor	alliterator	assignor
abettor, law (also -er)	ameliorator	assissinator
abjurer	ancestor	assistor, law (also -er)
abnegator	animator	assuror, underwriter (also -er)
accelerator	annihilator	associator
accentor	annotator	attestor
acceptor, law (accepter, receiver)	annunciator	attractor
accommodator	antecessor	auditor
accumulator	anticipator	ausculator
actor	apparitor	author
addressor	appellor	
adductor	appreciator	bachelor
adjudicator	appropriator	bailor, law (also -er)
adjutor	arbitrator	bargainor, law (also -er)
administrator (f. -rix)	arborator	behaviour [-er]
admonitor	arbour	belabour
adulator	ardour	benefactor
adulterator	armour, armoury	bettor (-er, superior)
affecter	arrestor	buccinator
aggressor	assassinator	
agistor	assentor, law (also -er)	calculator
agitator (f. -rix)	assertor, advocatē	calumniator
alienator	(-er, who asserts)	camphor

candour
 capitulator
 captor
 carburettor
 castigator
 castor, roller of oil
 (er, one who casts)
 caveator
 celebrator
 censor (censer, vessel)
 circulator
 clamour
 clangor
 coadjutor
 coadjutor
 coagulator
 cognisor
 collaborator
 collator
 collector
 collimator
 colour, colorable
 commendator
 commentator
 commiserator
 committor, judge
 (-er, one who com-
 municator [mits])
 comparator
 competitor
 compositor
 compressor
 compurgator
 conciliator
 concoctor
 conductor
 confessor
 confiscator
 conjuror, by oath (-er,
 conqueror [juggler])
 consecrator
 conservator
 consignor
 conspirator
 constrictor
 constructor
 contaminator
 contemplator
 contestor

contour
 contractor
 contributor
 conveyor, law (-er,
 one who conveys)
 convictor
 corrector
 corregidor
 corridor
 corrugator
 councillor, member
 counsellor, adviser
 covenantor, law (-er,
 creator [history])
 creditor
 cultivator
 cunctator
 debtor
 decimator
 declarator
 declinator
 decolour, decolorize
 decorator
 defensor
 delator, accused
 demeanour
 demonstrator
 denominator
 denunciator
 depopulator
 depositor
 deprecator
 depreciator
 depredator
 depressor
 desolator
 destructor
 detector
 deteriorator
 detour
 detractor
 deviator
 devisor, giver (-er,
 dictator [originator])
 dilapidator
 dilator
 director
 disfavour
 dishonour

dissector
 disseisor
 disseminator
 divisor (factor)
 doctor
 dolour, dolorous
 dominator
 donor
 editor
 educator
 eductor
 effector
 ejector
 elaborator
 elector
 elevator
 elisor (law)
 elucidator
 emancipator
 emendator
 emperor
 emptor
 emulator
 enactor
 endeavour
 enumerator
 enunciator
 equator
 equivocator
 eradicator
 erector
 escheator
 estimator
 evacuator
 exactor
 examiner
 exasperator
 excavator
 exceptor
 excitor (nerve, -er,
 who excites)
 executor (law, -er,
 one who executes)
 exhibitor (law, -er)
 explicator
 explorator
 expositor
 expostulator
 expurgator

extensor	insulator	obligor, law (-er, who obliges)
extenuator	intercessor	observer
exterminator	interior	obstructor
extirpator	interlocutor	odour, odourless, odourize, odorous
extractor	interpolator	operator
fabricator	interrogator	oppressor
factor	inventor	orator
favour, favorite	investigator	originator
fervour	investor (also -er)	ornamentor
fictor	janitor	oxidator
flavour, flavorful	juror	oxygenator
flexor	labour, laborious	pacificator
fornicator	languor, languorous	palliator
fulgor	laxator	paritor
fumigator	lector	parlour
generator	legator	participator
gesticulato	legislator	paviour
gladiator	lessor (-er, smaller)	peculator
governor	licitor	percolator
graduato	liquor	perforator
grantor, law (-er, one who grants)	lithotritor	perpetrator
harbour	macerator	persecutor
honour, honorary	malefactor	personator
humour, humorist, humorous	manipulator	perturbator (also -er)
illuminator	manor	populator
illustrator	masicator	possessor
imitator	mediator	preceptor
immolator	metaphor	precipitator
impostor	minor (-er, of mines)	precursor
impropriator	mirror	predecessor
inaugurator	misdemeanour	predestinator
incensor	mitigator	predictor
inceptor	moderator	prelector
incisor	modulator	premonitor
incubator	monitor	prepositor
inculcator	mortgagor, law (also [-er])	pretor
inferior	mutilator	prevaricator
inheritor	multiplicator	procrastinator
initiator	narrator	procreator
innovator	navigator	proctor
inquisitor	negotiator	procurator
insinuator	neighbour	proditor
inspector	newsvendor	professor
instigator	nominator	progenitor
institutor	non-juror	projector
instructor	numerator	prolocutor
	objector	promisor (also -er)

promulgator	ruminator	tabour (drum)
propagator	rumour	tailor
propitiator		tambour
proprietor	sailor, man (-er, ship)	tenor
prosecutor	salvor (-er, tray)	terminator
protector	saviour	terror
protestator	savour (-er, who	testator
protractor	scarificator [saves)	tormentor
provisor	scrutator	torpor
purveyor	sculptor	tractor
	sector	traitor
questor	selector	transgressor
	senator	translator
radiator	separator	tremor
rancour	sequestrator	tumour
recaptor	servitor	tutor
recognizor (law)	settlor, law (-er, who	
reflector	simulator [settles)	vaccinator
refractor	solicitor	valour, valorous
refrigerator	spectator	valuator
regenerator	speculator	vapour, vaporous
regulator	spoliator	variegator
relator	sponsor	vector, math
releaser (-er, one who	stipulator	vendor, law (also -er)
releases)	stupor	venerator
renovator	successor	ventilator
repudiator	succour	vindicator
reservor, law	suitor	violator
resonator	superior	visitor
respirator	supervisor	visor
reverberator	supplicator	vouchor, law (also
reviser	suppressor	-er)
revivor, law (-er, re-	surveyor	
fresh)	survivor	warrantor, law (also
rigor, medical	suspensor	-er)
rigor, rigorous		

FOREIGN WORDS NOT ITALICIZED

Italic type is not required to distinguish words of foreign origin which have become anglicized or are in frequent use. The following are the most common of those not included in the other lists which are to be printed in ordinary type unless specially underlined in the manuscript. They are not to be altered in the author's proof

Abbé	argot	cascara
acariasis (and all other diseases)	attaché	casus belli
actinia (and all zoological terms)	au revoir	causerie
A D (but <i>Anno Domini</i>)	aurora borealis	caviare
ad absurdum [<i>ini</i>]	auto-da-fé	cent (no point)
addendum (pl -a)	bacillus (pl -i)	centum
ad infinitum	ballet	certiorari
ad interim	bas-relief	chalet
adipsom (and medical terms)	battue	chapeau
ad libitum	beau (pl. -x)	chaperon
ad nauseam	beau-ideal	chargé d'affaires
ad valorem	beau-monde	château (pl. -x)
adversaria	bel esprit	chauffeur
advocatus diaboli	belladonna (plant)	chiaroscuro
a fortiori	belle	cicerone
agendum (pl -a)	belles-lettres	ci-devant
aide-de-camp (pl aides)	bezique	cirque
à la française	bijou (pl -x)	cirro-stratus
à la mode	bisque	clairvoyant (f -e)
albuminuria, etc.	bizarre	claquer (but <i>claqueur</i>)
alfresco	blancmange	cliché
alga (pl -æ)	blasé	clientele
alias (except legal)	bona (law)	cloisonné
alibi	bona fide	commissionnaire
alma mater	bonne-bouche	communiqué
alto-rilievo	bon ton	confrère
amœba (pl -æ)	bon-vivant	congé
amour-propre	boudoir	connoisseur
anchylosis	bouilli	contango
anno domini	boulevard	contra
annum	bouquet	contretemps
ante	bourgeois (f -e)	conversatione
a posteriori (not à)	bric-à-brac	<i>corpus (corpus vile)</i>
a priori	bulletin	corrigendum (pl -a)
à propos or apropos	bureau (pl -x)	cortège
aqua vitæ	café (but <i>café au lait</i>)	coterie
areola (pl. -æ)	camera obscura	coup d'état
	cap-à-pie	coup de grâce
	carte blanche	crèche
	carte-de-visite	critique

crux (pl. cruce)
 cubiculum (pl. -a)
 cul-de-sac
 cum (cum dividend)
 cuvée

danseuse
 debacle
 debauchee
 debris
 début
 decennium (pl -a)
 decigram
 decimetre
 decorum
 delicatessen
 dementia (and all
 diseases)
 demoiselle
 demos
 depot
 desideratum (pl -a)
 detour (but *détour*)
 detritus
 de trop
 devoir
 diablerie
 dictum (pl. -a)
 dilemma (pl. -s)
 dilettante (pl -i)
 dishabille
 doctrinaire
 dossier
 double entente
 doyen
 dramatis personæ
 duenna

eau-de-Cologne
 eau-de-vie
 eau-sucrée
 éclat
 édition de luxe
 effluvium (pl -a)
 e g
 élan
 élite
 éloge (but *éloge*)
 embouchure

employee (*employé*)
 empyreuma (pl. -ata)
 en bloc
 enceinte
 encomium
 encore
 ennui
 ennuyé
 en rapport
 en route
 ensemble (but *tout*
 entrée [*ensemble*])
 entrepôt
 entresalle
 entresol (floor)
 ephemera (pl -æ)
 ephemeris (pl -ides)
 ephemeron (pl -a)
 equisetum (pl -s)
 erratum (pl -a)
 escritoire
 et cetera (or etc)
 etiquette
 et seq (pl et sequen-
 ex (out of) [tes]
 ex cathedra
 excreta
 exegesis (pl -es)
 exempli gratia (or
 exequatur [e g]
 ex-libris
 ex officio
 ex parte
 exposé
 extempore (but *ex-*
tempore, at the
 time)
 ex-voto

façade
 facetiæ
 facia
 facsimile (or fac)
 faïence
 farnéant
 fantasia
 fascia (arch) (pl. -æ)
 fascicle
 fascine

faubourg (cap F
 fauteuil [with name]
 feme covert
 feme sole
 femur (pl femora)
 fête (but *fête cham-*
 feuilletton [*pêtre*])
 fiancé (f -ée)
 finis
 fjeld
 fl (but *falsa vectio*)
 flambeau (pl -x)
 fleur-de-lis
 flora
 Flustra (pl -æ)
 fondant
 format
 foulard
 foyer
 franc (and all coins)
 furore (but *furor*)

gamin
 garage
 gastronome
 gauche (but *gauche*,
 Fr , left)
 gaucherie
 genus (pl genera)
 gourmand (but gor-
 gourmet [mandize])
 gramme
 grammetre
 gratis
 grille (grating, but
 gryllotalpa [*grillé*])
 guana (lizard)
 guano (manure)

habeas corpus
 habitué (f. -ée)
 hamadryad
 hauteur
 hectogram
 hiatus (pl -es)
 honorarium
 hors-d'œuvre
 hydrangea
 hypochondria

idem (but <i>id.</i>)	maximum (pl -a)	post mortem
i.e. (but <i>id est</i>)	mêlée	précis
ignis fatuus (pl ignes fatui)	memento (pl -es)	prestige
impasse	memorandum (pl -a)	prima donna (but <i>prima buffa</i>)
impedimentum (pl	mensem	primâ facie
imprimatur [-a]	menu (French names of dishes in italic)	pro and con (but <i>pro et contra, pro forma, pro rata, pro tem</i>)
in camera	metre (and all for- eign measures)	protégé (f -ée)
incubous (botanical)	minimum (pl -a)	proximo (not prox)
Index Expurgatorius	minus	
inertia (but <i>vis in-</i> <i>in extenso</i> [-ertæ])	moiré	
in extremis		
ingesta	naive	quasi
innuendo (pl -es)	naiveté	quietus
insignia (pl)	nisi prius	qui vive
in situ (but <i>in re</i>)	nota bene	quondam
inter alia	nuance	quorum
interim	nux vomica	q v (but <i>quod vide</i>)
in toto		
ipomœa (botanical)	olla podrida	raconteur
	omnium gatherum	rationale
kilogram, etc	onus (<i>onus probandi</i>)	réchauffé
	op cit (<i>opere citato</i>)	recherché (f. ée)
laches	optime	reconnaissance
lacuna (pl -æ)	otolith	recto
lapis lazuli		regime
lapsus calami	papier mâché	regina
lapsus lingue	pari mutuel	rendezvous
layette	parterre	repartee
lazaretto	parvenu	repertoire
lemma	passim	replica
lese-majesty	pater familias	repoussé
levee	patois	requiem
libretto (pl -i)	per (by, for)	résumé
lieu	per annum (but <i>per capita, per se, etc , italic</i>)	réveillé
lingua franca	per cent (<i>per centum</i>)	reverso
litchi	per diem	revoir ! (au)
literati	per mensem	rex
litre	per pro	rigor mortis
littérateur	personnel (but <i>per- sona grata</i>)	rôle
loc cit (<i>loco citato</i>)	plebiscite	rostrum (pl. -a)
locum tenens (pl [-tes])	plus	
mandamus	p m. (<i>post meridiem</i>)	sanctorum
maraschino (liqueur)	poste restante	sanctum
maté (tea)	posteriori, a (not à)	savants
materia medica		scholium (pl -a)
matinée		séance
		secretaire

secundus	sputum (pl -a)	vade-mecum
Senhor (f. -a), Port	stratum (pl -a)	valet de chambre
Señor (f -a, -ita),	stratus (pl i)	(but <i>valet de pied</i>)
Sp.	sub <i>pro tem.</i> (<i>sub</i> ,	verbatim
separatum (pl. -a)	under, <i>sub judice</i> ,	verso
seraglio	etc)	versus (but <i>v</i>)
seriatim	suite	vertebra (pl -æ)
s g d g. (italic in full)	supra	vertebrata (pl)
siesta	s v (<i>sub voce</i> or	via (but <i>via media</i>)
Signor (ab Sig)	<i>verbo</i>)	vice versa (<i>vice</i> alone,
sobriquet	table d'hôte (tables)	vide
soi-disant	terra-cotta	vingt-et-un (game)
soirée	terra firma (but <i>terra</i>	vis-à-vis
soirée dansante	title rôle [<i>incognita</i>)	visa (signature)
solatium (pl -a)	trousseau (pl -x)	visé (signed)
solidus	ultimo (not <i>ult</i>)	viva voce (pl voces)
soupçon	ultra vires	viz (but <i>videlicet</i>)
		vraisemblance

VERNACULAR TERMS

Vernacular or Anglo-Indian terms are not to be used in ordinary papers and especially in correspondence intended to go beyond the Local Government, except when they have no brief or exact English equivalent. Strict uniformity in words admitting of more than one way of spelling should be observed. The following list contains the Anglo-Vernacular terms in common use which may be treated as English words and do not require to be printed in *italic* or to be quoted—" "

Vernacular terms of infrequent occurrence and not included in the list below should, like proper names of persons and places be transliterated from the vernacular according to the equivalent roman letters or combination of letters shown in the transliteration table (page 89). Such transliterated words are to be printed in *italic* and should be followed by a translation in ordinary type, but if the vernacular character is used or the terms occur frequently, as in works on language, archæology, etc., the transliterated terms are to be printed in ordinary type

abir (yellow powder)	Adiya	aliyasantana (law)
abishegam	adivar (tenant)	almirah
abkārī	agadī	alotti (I)
achandrakam (I) *	Agamas	alsi (linseed)
achar (relish)	Agamudairvan (C)	amah
acharyapurusha (I)	agar (perfume, tree)	aman (late rice)
achkat	Agaru (C)	amanat
achukattus	Agasa (C)	amanī
adad (pulse)	Agni	amanīya (I)
adāyolai-manyam (I)	Agnipuman (I)	amaram (I)
adalat	agraharam	Amavasya
adamanam	ahar (reservoir)	ambadi (plant)
adangal	ahīr (pastoral tribe)	Ambalakkaran
adavu	ain (tree)	ambalam (I)
addigai	Aivarakam (C)	ambali (I)
adhara	Aialu (fees)	Ambattan (C)
adhela (copper coin)	aīlāf	ambiga
adhikar (I)	akar (estimate)	ambigar (I)
adhikara	akarband	amildar
adhikarapatra	Akhiri chahar sham-	amin
adhikari	Akkasari [ba (F)]	amla
adhyāpakam	akkī	amlī (vear)
adhyayanam (I)	Akshaya (1866, 1926)	Amratmahal
Adi-Dravida (C)	āl (dye plant)	amsam
Adiga	Alagar (F) festival	anai
ādinam	alam	anaikkaran (I)
adirvedi (I)	Alavan (C)	anakala (I)

* I, inam, C, caste, B, Bengal, Bo, Bombay, F, festival; N I., Northern India.

anamat	awarjā	bandobast
Ananda (1854, 1914)	ayacut	bandy
anandravan	ayah	bangai (high land)
anchal (post)	ayan	bangi (load)
Andi-samadhi (I)	ayanjamū	banian (vest)
Anduran (C)	Ayuda Puja	Baniya (merchant)
angam (courtyard)	azmaish	banjar
Angazala (I)		banjara
Angirasa (1872, 1932)	babar (grass)	bankshall
anicut	babat	banteng (cattle)
anjali	babet (wet lands)	banti (millet)
anjan (tree)	Babu	Bantumana (I)
anna	babul (tree)	banyan (tree)
annachatram	Bad (I)	bāa (kind of rice)
annakavadi (I)	Badaga	baradharī (house)
anna shiotriyam (I)	Badagi (C)	barasingha (deer)
anubhavam	badai (I)	Barat-gati (I)
anubhogam	Badhōyi (C)	Barat-Wafat
āppas (oppers)	Badī-bad (I)	baraward (estimate)
arai (I)	badmash	barika
aranal	bafta (silk)	Bariki (I)
arasukaval (I)	bagayat	Basivi (I)
archaka	bagh	basti (village)
aichanabhagam (I)	baghla (boat)	batela
ardhamanyam (I)	Bagh-mari (I)	batta
Arē (C)	Bahadur	bavto (millet)
areca (nut)	Bahudhanya (1878)	Bavuri (C)
ariack	bahula (dark fort- [night])	Bayinidi (I)
Arudra Darisanam	barlu	bechoba
aruga (millet) [(F)]	bairagi (mendicant)	Bedar
arugu (platform)	baisuri (weed)	Beduga (I)
aruva	bajavari	bedukula
Aruvattumuvār	Baja-wala (I)	begah
Arya Samaj (sect)	bajibandū	begari (I)
arzi	bajra (boat)	Begam (title)
Asadi (I)	bajri (grain)	Beldar (I)
asalmīnha (tenure)	baki	benami
asāmi	Bakr-id	bendaikkai
Asari (I)	baksheesh	bendi (fruit)
ashur-khana (I)	Bakta (C)	Bengali
asti	Bale (I)	Benya (C)
Atharvana (Veda)	Baliya (C)	ber (shrub)
Atsu-kavali (I)	balla	beri beri
Atur (I)	Banagar (I)	beriz
avadhani	Banajiga (C)	Besta
Avani	banali	betel (nut or vine)
avargal	bandar (harbour)	bhadoi (crop)
avatar (Vishnu)	Bandela (I)	Bhagavad Gita
Avittam	handicoot	Bhagavatam

Bhaira	bor (tree)	Chandanayatra (F)
bhakti (faith)	boro (rice)	chank
bhaiyāchārā (tenure)	Bōya (C)	chapath
bhajanai	boyā (grass)	chapati (cake)
bhajanakutam	Brahma	chaprasī (messenger)
Bhale-log (I)	brahmadayam	char (land)
Bhandari (I)	Brahman (pl -s)	charan
bhang	Brahmo Samaj	charas (hemp resin)
bhangī	brahmotsavam	charpoy
bhanwar (soil)	brahmottara	chatak (1/16 seer)
bharal (sheets)	Brahūi (language)	chatak (20 gandas)
Bhāṛata	bratties	chatram (rest-house)
Bharati (I)	brinjal	chatty (pl -ies)
bharty	budgerow	chatur-bhagam (I)
bhatamanya	buggalow (boat)	Chaudhari (I)
Bhatrazu (C)	bulakku	chaudri (headman)
Bhatta-vritti (I)	bund (embankment)	chauki
bhattia	bungalow (house)	chaukidar
Bhava (1874, 1934)	Burki (I)	chaunkhar (tree)
bhavi	Burma	chauth (revenue)
bheesty	Buruj (I)	chavadi
Bhil	Byagara	chela (pupil)
bhōgam		chellan
Bhogam (C)	cabob (meat)	chembu
Bhogi Pandigai	cadī (judge)	chenna (millet)
bhogya	cadjan (leaf)	Chenchu (C)
bhogyadar	cajan (pea)	Chera
Bhōyi (palanquin-bearer)	calingula	Cheruman (C)
bhum (tenure)	candy (500 lb)	cheruvu
bhumī	Carnatic	chik
Bhūmīa (C)	cash (a coin)	chinā (food tuber)
Bhūmīā (landholder)	cashew	chinkāra (gazelle)
bhūmiat (land)	casuarina	chinna melam (I)
bhūr (light soil)	catamaran	chir (tree)
bhūsa (fodder)	catechu	chironji (tree)
bhūstati	cawny (ca)	chit
bhūta-bali (I)	chabūtra (platform)	chita
Bi, Bibi	Chaitra	chitak ($\frac{1}{8}$ seer)
bidī (metal work)	chaitya (chapel)	chital (spotted deer)
bidukula	chak-bandī (I)	Chitrabhanu (1832)
bigī, bigha (measure)	Chakkiliyan (C)	chobdar
Bihai (language)	chakla (subdivision)	chokra
bil (swamp)	chakiam (coin)	cholam (large millet)
bilmukta (I)	chalan	Cholas
bilvarchana (I)	chalgeni	chota-hazri
Bissoyi (bearer, chief)	chalka (soil)	choli (bodice)
Bolasi	chamar (I)	choultry
bolī (speech)	chambeli (flower)	chowry
bommalata	champak (tree)	chuckler
	Chandāla (C)	chuddar (garment)

chunam (lime)	Dasara	Dikshitar (R)
Cingalese	Dāsari (C)	Dīpavali
Circais	Dāsi (C)	dittam
coir	dastui	divi-divi
compound	dastui	Diwan (minister)
cooty	Davandai (I)	Diwan Bahadur
copra	dayabhaga	diwan
Cotau	dāyādi	Dolabehara (I)
cotta (measure)	Deccan	Doluva (C)
cowle	Dega (I)	Dombō (C)
cowry	Dehat (I)	Dommarā (C)
coyee	dekshais	donga
cioe (100 lakhs)	deodar (a cedar)	donka (path)
cumbly	dera	doolie (not dh)
cumbu (millet)	desai (official)	dotatanam
cumin (spice)	desakaval (I)	doruvu
cummerbund (not ku)	desam	diavyam
curry	desh (country)	dubash
cuscus	deshmukh (official)	Dūdēkula (C)
cutch	despand	Dumbala (I)
cutcherry	Despandya (I)	dūn (valley, N I)
	deva (deity)	Dundubhi (1862)
dacoit	devadas	dungaree (cloth)
dacoity (robbery)	devadayam	Durga puja
dadsal (tree)	Devanagari (alpha-	durien (tree)
daffadar	Devanga [bet]	Durmati (1861, 1921)
daftar	devasthanam	Durmukhi (1896,
daftarband	devata	
daftari	Deyvamađi (I)	ejman [1956]
dah (knife)	dhāk (tree)	ekabhogyam
dak	dhana (weight)	Ekādas
dakhala	dharda (tree)	Ekari (C)
Dakshinayana-	dharmā	ekfaşı
punyakalam (F)	dharmadayam (I)	ekka (cart)
dalayat	Dharmakarta	elam
dalwa	dharmasāla	elandai (tree)
dām (old coin)	dharmāsanam (I)	endi (silkworm)
daman (hill range)	Dhatu (1876, 1936)	eng (tree)
Dandāsi (C)	dhatu (drug)	eri
Dandiya (I)	dhenkū (picottah)	eribhūm
danduga (I)	dhobi	Erukala (I)
dani (palm)	dhole	Eruman (C)
Darbar	dholl (pulse)	Eruvaka (I)
dargāh (shrine)	Dhon	
dari (rug or carpet)	dhoni	faisaljasti
darkhast	dhoti (loin cloth)	faisaltirwai
daroga	dhurrie	fakir
darwan (door keeper)	dhurya (I)	fanam
darwāza (gateway)	diāra (alluvial land)	farman (order, grant)
Darzi (I)	dighi (tank)	fasali (luni-solar year)

fasljasti	gola (warehouse)	hakim (ruler)
faslkammī	golandāz (artillery)	hakku
fasli (Revenue year)	ḡolla (C) [man]	halalkhor (sweeper)
fāṭwa	Gondi (language)	Halalkhor (I)
faujdar (magistrate)	Gondwana	Halēpaik
faujdari (court)	gopuram (gateway)	hali (current coin)
fazil (surplus reve-	ḡosām (devotee)	hamsaya (neighbour)
firka [nue]	ḡosayi (C)	Hanuman (God)
	gosha	Hanumantha Jayan-
Gabrūn (cloth)	gotra (caste division)	hāor (marsh) [thi]
Gadaba (C)	ḡowrivritham	Har-sal-makta (I)
Gadabalu (I)	gram (gram)	havildar
Gaddateru (I)	gramabhagam (I)	havis (early rice)
gade	grama gharba kand-	Hazik-ul-mulk
gadi (throne)	rīka (I)	Hebbar
Gaekwar	grama kattubadi (I)	Hegdi
Gajapati	grama kaval (I)	Hegira
Gamalla (C)	gramam	henga (harrow)
Ganachari (I)	grama manyam (I)	Hevilambi (1897)
Gāndla (oil pressers)	grama nattam	hilsa (fish)
ganj	grama samudayam	Hindī
ganja (drug)	gramōpadhyāya	Hindu
garadi (I)	Grantha	Hindustan
garah (cloth)	gudri (daily market)	Hindustani
garce	Gujarati (language)	hissa
garige (I)	Gujaratis (people)	hissa (shiotriyam I)
Garu (honourific), see	gumasta	hissadhar
garudakkal (I) [guru]	Gunai (I)	hiver (tree)
Garuda Utsavam (F)	gunny	Holeya (C)
Gaud (C)	gunta (land measure)	Holi Pandagai
gauda (headman)	guntha (Bo measure)	hookah (pipe)
gaur (bison)	gup (gossip)	hoonadah (division)
Gaura (tribe)	gui (crude sugar)	howdah
gayal (cattle)	gural (antelope)	hti (pagoda top)
geni waig	gurjan (tree)	Huggi manyam (I)
ghair dakhala (I)	Gurkha	hugui
ghari	gurrapu (I)	hukum
ghariyal (crocodile)	guru (preceptor)	hukumnama
ghatwal (tenure-	Gurukkal	hummal
ghaut [holder]		hundi
Ghāzi	hackery	hurali
ghi	Haddi	hurla (water weed)
Ghor (I)	hadji (pilgrim)	huzur
gingelly (oil-seed)	hafiz (scholar)	
Godiya (C)	haisk (millet, B)	id
godown	Haje	Idaiyan (C)
godugu (I)	hājir	Idgah (festival place)
goglet	Hajjam (I)	Idiga (C)
Gokulashtami	hakeem (doctor)	Idige (I)
		Id-ul-fitr

Id-uz-zahu	japti	kalam
ijāra (lease)	jari	kalapani
ijāradār (renter)	jarib (measure)	kalar (salt land)
ilaka, -dai	Jat (Mussalman)	kalavadī (sweepings)
Ilamagan (C)	jātapu	Kalayukti (1858,
Ilavarasu	jatka	Kali (age) [1918]
ilom	jaud (tree)	Kālī (goddess of puja)
Iluvan (C)	jawabnavis	Kalibhumi
iluppai (tree)	jawari	kalinga manyam (I)
imte (tamarind)	Jaya (1894, 1954)	Kalingi
inam	Jayanti (Sri)	Kaliyuga (era)
inamdar	jettis (wrestlers)	Kallan
inam sirpu	jharibhumi	kalva
ippu (tree)	jhil (swamp, B)	kalvay pannadi (I)
irsal	jhool	kal-velai (I)
Irula (C)	jhūm (cultivation)	kamati (I)
Irumbukatti (I)	jihad (religious war)	kambakkalan (I)
Islam	jinuki	kambamkatti (I)
ismwar	jinar (I)	kambharti (I)
istimarar	jiyati	kāmdin (official)
istimiardar	jirga (council)	kami (grass)
Isvara (1877, 1937)	jitavitti (I)	kamil (full)
Itihāsa	jitotra (I)	Kamma
Jada	jivitam (I)	kammal
jadabillai	jodi	Kammalan
Jaggi (C)	Jōgi (juggler)	kammar (tree) (C)
jaggery (crude sugar)	jola (cholam)	Kammara (C)
jaghir	joshi	kammaibatti
jaghirdar	josyar	kammayi vettu (I)
jagui (oil-seed)	jowar (millet)	Kamsala (C)
Jain	jula natkar (I)	Kanakkan (C)
Jālari (C)	jumla (I)	kanakupillai
jalkar	Kabbera (C)	kanam (lease), -dar
Jam (title)	Kabul	kancha (lease)
jama (gown)	Kabuli	kanchan (measure)
jamabandi	kabuliyat	kanchani (tenure)
jamadar (officer)	kacha (inferior)	kandachar (I)
jama-vasul	kachār (land)	kandi (10,000 sq yds)
jambul (tree)	kachechat	kanezo (tree)
jāmin	kadagam	kanganai
jampulu	Kadaimukham (F)	kanger (pan)
Janappan (C)	kadayam (I)	kanji
Jandra	Kadaramba	kanom
Jangam	kadukkan	kūnūngo (inspector)
jangama	Kaduppattan	Kappiliyan (C)
janmabhogam	karfiyat	kappu
janmam (land)	Kaikolan	kapu (reddi)
janmi [tenure]	kakar (deer)	kar (grain)
janmkar	kala azar	karai

Kāralan	Khan (title)	Konkanī
karambu	Khan Bahadur	koradu
kāraṇj (tree)	khandam (stone)	Korava (C)
karar	khandrika (I)	korra (millet)
karbhārī (manager)	Khan Sahib	kos (measure)
kārez (tunnel)	khansama (not con-)	kota
karizī (I)	Khara (1891, 1951)	Kotamī (language)
karkatagavu (F)	kharab (poor soil) (B)	kothī (large house)
karkhana	khari (earth salt)	kothsu
kārkun (clerk)	kharif (late harvest)	kottan (I)
karma (doctrine)	kharita	kottiya
karnam (accountant)	kharwa (cotton cloth)	kotwal (police)
karnavan	khas	kotwalī (station)
karpura dīpam (I)	khasa (I)	kovilagam
Kartiga Dīpam	khāsadar (levies)	kovil kanakku
kaiumpuattan	khas-khas (roots)	krait (snake)
kai vand (tree)	khedda (stockade)	kīyadai
kasai (I)	khesari (pulse)	kīyāsāsanam
kasba	khilat (robe of hon-)	Kītayuga
kasumālai	Khodālo (C) [our]	Kīthigai (F)
kattadaka	Khond (C)	Krodhana (1865,
kattakanam (lease)	khulat (pulse)	Kshatīya [1925]
kattalai	khulga (I)	Kshauraka
kattayam (I)	khutba (prayer)	Kubera
kattūibavali	kīari (seed beds)	kudi
kattubadi	kīkar (tree)	kudīruppu
kattugutta (I)	kīla-dar	kudimaramat
kattu kodige (I)	Kīlaka (1848, 1908)	kudivaram
kavadi	kinnam (cup)	kudīyanavan
kavalkar	kinnī	kudu
Kavanam (C)	kist	kudukuduppai (I)
Kavandan (C)	kistbandi	kuin lands (B)
Kavarai (C)	kītnagar	kujah
kavīnayan (I)	Kodagu	kulamvettu (I)
kavitai Pattan (I)	kodavīritti (I)	kulī
kayam jodi (I)	kodalī (digging-hoe)	kulkarnī (accountant,
Kazī	kodon (millet)	kulthī [B]
kedgeee	kodu (water course)	kumakī
Keralas (people)	Kōlayān (C)	Kumarapouinamī
ketch (vessel)	Kollam (eia)	kumbhartī (I)
Kevuto (C)	Kollan (C)	Kumara
khabar	kolu	kumrī (cultivation)
khair (tree)	kolusu	kuncham
khairatu (I)	Komatī (C)	kundalam
khajana	kommu (I)	kunkur
khajanji	kon (I)	Kuruba (I)
khaki	Konda Dora	Kurukh (language)
khal (water channel)	kondai	Kuruman
khalasi (sailor, etc)	konda kavali	kurumban

kurun (grazing land)	madebhumī	Mala
Kurup	madhavarma	malai
kuruvai	Madiga	Malaiyālis (hill tribe)
kūsa (grass)	madīsa (school)	Malayalam
Kusavan	Madīasi	Malayālī (people)
kushki	maganam	mālguzār (revenue
kusumba	magani (division)	payer)
kutba	magar (crocodile)	mālguzārī (lands)
kutkī (millet)	Manabburata	Māhī
kuttadī (I)	mahañz khana	Maliahs (hill region)
kuttagai	mahajan (merchant)	malikhana (allow-
kuttaga pattom (ten	mahāl (subdivision)	ance)
kuttai [ure)	mahal (a house)	mallī (a gardener)
kuttam	Mahālaya (ama-	Maltī (language)
kutthī (pulse)	vāsyu)	manlatdar
kuzhikanam (lease)	Mahamagham	mamūl
kyawng (monastery)	Mahamahopadhyaya	mamuldar
Labbai	Mahamakham (F)	mamutī, hoe (pl -ies)
Labbaīs (people)	māhānam	mana (Bo maund)
lakh (1,00,000 money)	Mahānavamī	manai
lakhiraj (rent free)	Mahant (of temple)	manal
lakhirajdar	Maharaj Adhiraj	manavarī (land)
lakota	Maharaj Rama	manchil
lāl	Maharaja (title)	mandagappadī (I)
lambardar (village	Maharāna	mandapam
head)	Maharani	mandir
Lambadī (C)	Maharao Raja	mangala
langarkhana	Maharawal	Mangalagiri (F)
langota	Maharī (title)	Manī (1 ground)
langūr (monkey)	Mahasivaiatī	manikkattal (I)
lanka (island)	mahazar	maniyam
lantana (shrub)	Mahe	Manmatha (1895)
lascar	mahilkhari (revenue	Mano (measure)
lāt (monument)	official, B)	manotti (I)
laterite (gravel)	mahout	mansabdar
lathi (stick)	Mahratta	mansuldar
lavanga	mahseer (fish)	mantapam (pillared
linga	mahsul	mantram [hall)
lingam (emblem)	mahua (seed)	mantri
Lingayat	maidan (open space)	mānyam
lodam	maina (bird)	Mappilla
loquat (fruit)	maistri	mara (soil)
lota (water pot)	majid	marakal
lungī (waist cloth)	mājūm (drug)	maramat
madaivadiyal (I)	majumdar	Marathas (people)
Madai veti (I)	makan	Marathī (language)
madam (I)	makledar (contractor)	Maravar
maddi (tree)	maktab (school)	margosa
	maktadar (of estate)	Māriamman

marozawar (by villages)	mohur	Kumbham
marua (small millet)	mokhāsa	Minam
Marumakan	mokhāsadar	Months (Lunar and Bengal solar)—
Marumakkal	moilks (1)	Vaisakha
Marumakkattayam	molla	Jyeshtha
Marwadi	monigar	Ashadha
Maiwari	monsoon (season)	Śravana
masab (red soil)	monthais	Bhādrapada
masalchi	Months (Tamil)—	Āsvina
masjid (mosque)	Chittrai	Kārtika
masnad (throne)	Vaikasi	Mārgasīra
masua (boat)	Ani	Pauṣa
matadampati	Adi	Magha
math (Hindu shrine)	Avani	Phaiguna
maulvi (learned men)	Purattasi	Chaitra
maund	Aippasi	mootah (Regn. dyn.)
mauza (land)	Kartigai	mor (river)
maya (deception)	Margali	mozhugadi
mayin (rice bu.)	Tai	muchi (binder, etc.)
menwasi (tenure)	Masi	muchilka
meia (festival)	Panguni	Mudaliyar
melakaran (1)	Months (Muhamma-	mudam (1)
melam (1)	dan)—	Mudavan (1)
melvaram	Muharram	muddi (1)
menkaval	Safar	mufassal (country)
mennulu	Rabi-ul-awal	mufti (expert in law)
meraca	Rabi-ul-Uakhir or	Mughal
merah (fees)	us-sani)	Muhammadan
mēriah	Jumadal-anwa	Muharram
meshadi (solar year)	Jumadal-akhiri (or	muhurtam (auspi-
meti	Jamal-us-sani)	cious time)
mettu	Rajab	mukhtar (legal prac-
mettunilam	Shaban	titioner)
mey-kaval (1)	Ramzan	mukhtiārkar (official)
Mhar (C)	Shawwal	mukhtiarnama
mhote	Zilkada	mukaddam (head-
mīhrab (niche)	Zil-hijja	man)
mimbar (steps)	Months (Malaya-	Mukkotī Ekādasī
mīnar (pillar)	lam)—	Mukkuvan (C)
Mīr (title)	Medam	mukta
mīrasi	Edavam	mulgar
mīrasidar	Mithunam	mulgeni
Mīrza (title)	Karkadagam	Mulgenidars
mitakshara	Simham	mulī warg
mitta (estate)	Kanyam	mulki
Mittadar (of estate)	Tulam	mullah
modiram	Vrischikam	mulhigatawny
mohtarfa (tax)	Dhanus	muni (inspired saint)
	Makaram	

munj (grass)	Magha (or Ma-gham)	Navidan (I)
Munn	Purva Phalguni (or Puram)	Nawab Bahadur
munpattam	Uttara Phalguni (or Uttiram)	Nawab (title)
munshi	Hasta (or Hastam)	Nayakar
munsif (judge)	Chittia (or Chitti-Svati [rai])	Nayar
munsif (court house)	Visakha (or Visakham)	nazar
muppatika badi (I)	Anuradha (or Anusham)	nazim (officer)
murai	Jyeshtha (or Ket-tai)	nazul
muram (gravel)	Mula (or Mulam)	neem (tree)
murugu	Purva Ashadha (or Puiadam)	nelgutta (I)
musab	Uttara Ashadha (or Uttinadam)	nellu (rice)
musafirkhana	Siavana (or Thruvonam)	nesavukkarani
mutafysal	Siavishta (or Avitam)	netti-velai (I)
mutalikan (I)	Satabhisaj (or Sad-ayam)	newai (tapes)
muthumalai	Purva Bhadrapada (or Purattadi)	nidhi
Mutricha (caste)	Uttara Bhadrapada (or Uttinattadi)	nikah
mitsaddi	Revati	numboli
Mutt	Nala (1856, 1916)	nūāmba
mutta (villages)	Nambudri (C)	nuganti (servant)
muttadars	Nammālvar	nukh (Be)
Muttaratsa (I)	namuna	nirvana
muttiriya	nānal (grass)	Nizam (title)
muzara	Nandana (1892, 1952)	nizamati (division)
muzumdar	nandavanam (I)	Nokkan
nad (a division)	nanjai	nottam (I)
nādpal (watchman)	Narasimha Jayanti	nullah (water course)
nadu	nari-vetti (I)	nuth
Nadva	nat (a demon, Bur)	nylghai (antelope)
nagadichitta	natamgar	Odde (C)
Nagaralu	nattam	oddyanam
Nagari	Nattar (I)	Odia
nagasaiam	Nattukottai	odukkam (I)
Naib (assistant)	nautch	oduvan (I)
Naik (corporal)	navani (millet)	olangu
nakara (I)		olla
Nakshatras—		ollack
Asvini		Onam (festival)
Bharani		oppandam
Krittika (or Kritt-tigai, Tam)		ottakaran (I)
Robini		otti (pledge)
Mrigasira (or Mī-rugasiram)		ottibhandagam
Arudra		padagam
Punarvasu		padao (boat, B)
Pushya (or Pusam)		padasaram
Aslesha (or - Ayi-lam)		padauk (timber)
		Padayachi (C)
		paddy (unhusked)
		padi [rice]

padugai	Panisavan (C)	pattidāri (tenure)
paga (troop of horse)	Panguni (Mar.-Apl)	Pattivali (I—N I)
pagoda	Panguni Uttiram (F)	pattolai
Paidi (C)	panibudthy	patwari (accountant)
paigah (tenure)	Panikkan (C)	pavitram
paik (foot soldier)	Paniyan	pavunmalai
Paik (I)	panjam	pazhavamalai
paikari	pannai	pazhavatavadam
paimash	Pāno (C)	pazhikkari (I)
pain (channel, Bi)	pan supari	peddakappu
Paitani (I)	para (measure)	peddareddi
pakka	Parabhava (1906)	peepul (tree)
paksha	paramba (garden)	pegya (pulse)
pal (tree)	parambu (maidan)	peon
palabhogam (tenure)	parda (seclusion)	peria aramanai (I)
palampore (chintz)	parda-nishin	Perike
Palapatti (I)	paidesi (foreign)	perukuli (I)
palas (tree)	paigana (division)	perumdadai
palaveli (I)	paricharikan (I)	peshkar (sub-official)
palayam	Paridhavi (1912)	peshkash (tribute)
Palkavadi (I)	Parihari (I)	pet, pettah, peta
palka (palanquin)	parrā (swamp)	pettai
palla	Parsi	peta gadu (I)
pallam	Partiva (1885, 1945)	petha (subdivision)
Pallan (C)	parutti (I)	phulkari (cloth)
palla nilam	Parvati	pial
pallathakku	parwana	picottah (water lift)
Palli (C)	Pashtu (language)	Pillayar
pallivasal	paso (waist cloth)	pillow (desk)
palmyra (tree)	pat (hard clay)	pinda (cake)
Pambakkaran (I)	patam (I)	pindari
pambala (I)	patasala (I)	Pingala (1857, 1917)
pambatti (I)	patel (village head-	pir (religious teacher)
pan (betel)	Pathan [man]	pirli (I)
Pānā	patkat (farm)	pisasu
panam	patlu	pishanam (rice)
Panasas (beggars)	patni (tenure)	piyāda
panayam (mortgage)	Patnui	Plava (1901, 1961)
Panchakshara	Patnulkarian (C)	Plavanga (1907, 1967)
Panchami	patra	pleader (practitioner)
panchangam	patrikā	podu (cultivation)
panchayat	patta	pohal (I)
pand or vaso	pattadar	polchelt
pandal	pattai	poligar (chieftain)
pandan (nut leaf box)	pattam	Polimera (I)
Pandaram (C)	Pattanavan	pomelo
Pandit (title)	Pattapu	ponam
Pandya	pattayam	Pondra (C)
	Patti (I)	

Pongal (festival)	rajasthāni	Sadr Adalat
pongyi (Buddhist)	Rajput	Sadr Amin
popauam [monk]	Rakshasa (1915, 1975)	Sadr Diwani Adalat
poramboke	Raktakshi (1864,	Sadr faujdāri Adalat
porupu	Ramayana [1924])	Sadr Nizamat Adalat
potaraz (I)	ramjhol	Sadr ward
potua (I)	Ramzan	sagubadi (I)
pouchi	Rana (Rajput title)	sagun (teak)
powa ($\frac{1}{4}$ seer)	Rani (female title)	sahib
Prabhava (1867,	Rangari (C)	Saiva
1927)	Rao Bahadur (title)	Saivism
Prajotpatti (1871)	Rao Sahib (title)	Saivite
Prakrit	rasam	sajje (bulrush millet)
Pramadicha (1918)	rashtrakūta (dynasty)	Saka (era)
Pramati (1879, 1939)	rasa	Sākala
Pramoduta (1870)	Raudhi (1860, 1920)	Sakshi
prant (district)	rausa (garden)	sāl (tree)
Prativadibhayan-	Rāvuttan	salaam
karam	Rawal (title)	sala (tree)
provarti (subdivision)	Rawat	Sāle (C)
pugaree	rawana	Salia
puja (worship)	razi nama	Salivahana (era)
pujaris	reddi (C or headman)	Sama (Veda)
pulavar (I)	regar (black soil)	samai
pulkattu (I)	reh (saline soil)	samādhi
punjai	Relhi	samaj
punkah	Rig (Veda)	Samantiya (C)
punta (tenure)	Risaldar	samastānam
pūntottam	rishi	samayakar (I)
purakudi	roka	samba (paddy)
puramkudam (loan)	rokka gutta (I)	sambandham
purana (holy book)	rolong	sambavanai
puranik	Rōna (C)	sambur (Nilgiri elk)
purasu	Rudhrotkari (1923)	samudayam
purohit (spiritual	Rudra	samprati (I)
guide)	rūsa (oil)	samvatsara
Pūsam	ryot	San (Bengal era)
Pushkaram (festival)	ryoti	san (Bombay hemp)
putti (measure)	ryotwar	sanad (charter)
pyinma (timber tree)	ryotwari	sanaddar
pyingado (do)		sanad-i-mulkīat-
	sabai (grass)	istimrar
rabī (spring harvest)	sabha	sandai (fair)
ragi (small millet)	sabhapati	sandalwood
rahar (pulse)	Sādar (C)	sandhya (prayers)
Rai Bahadur (title)	sadarbart (alms)	sane (black soil)
Rai Sahib (title)	Sādārana (1910)	sanjitam (I)
Raja (title)	sadhu	sankanadham
Raja suka (era)	Sadr (chief)	Sanskrit

sanwan (millet)	shetsandi	sthamba (pillar)
sānwar (millet)	Shiah	stupā (tumulus)
sanyāsi	Shifa-ul-mulk	sūbah (province)
sapinda	shigram	subadai (governor)
sappāni (I)	shikari	Subhakrit (1902,
saradu	shola (forest glade)	Sudarmān (C) [1962]
sarai (inn or rest-house)	shroff	Sūdīa (C)
saras (crane)	shrotriyaṃdar	suji
sarāsari	sibbandi	Sukla (1869, 1929)
sardar (agent)	sicca	sulka (light for night)
sarīf-i-khās (pivvy pulse)	Siddhaithi (1859)	sundri (tree)
sari (part of dress)	Sikh	Sunnī (C)
sarishṭadar	sikhaia (temple spire)	sulki (broken brick)
Sarvadhāri (1888, 1948)	Silladar (trooper)	Svabhānu (1883)
Sarvajit (1887, 1947)	silpasari (I)	swami
Sarva-manyam (I)	Sindhi	swami-bhogam
Sārvari (1900, 1960)	Singh	swastiam (land)
sastras (books)	singhāra (plant)	swatantram
sasvatam (lease)	su (holding)	swayampakam
Sātāni	Sirdai (chief or head-siris (tree) [man])	syce
sati (widow suicide)	Sirkar (Government)	syrang
sattam (rule)	sirumanī	Tabela (I)
Saumya (1849, 1909)	Sisi (bird)	tabi (hot season crop)
Savara (C)	sist	tabut
savi	Sita	tahsil (revenue dues)
sayar (mis revenue)	sitalpati (reed, B)	tahsildar
seer (measure)	Sivaratni	tahsildari
Segidi	sivayi-jama	tahsili
seir (fish)	slokas	taiyalkaran (I)
semal (tree)	Smarta (Hindu sect)	takavi (seed loan)
Sembadavan (C)	smritis	Takia (I)
semmeri (sheep)	Sobhakrit (1903, 1963)	takid
Sēniyan (C)	sola (water plant)	tal (mustard)
sepoy	Sondi (C)	talaiyari (watchman)
seri	sowar (horse soldier)	calapattam (lease)
servaikkaran (I)	sowcar	talāv (lake)
Shān	sowdu	tālī (marriage token)
Shanar (C)	sraddha (ceremony)	talipot (palm)
Shaba-barat	Sri Bashyakaraswami Sathumurai	taluk
shadi (marriage)	Srimukha (1873)	talukdar (land-owner)
shahna (watchman)	Sri Panchami [1933]	talukwar
shaigal (land)	Sri Ramanavami	tamalpakula
shamiana	Sri Ramanuiachari	tamash
Shams-ul-ulama	Sri Venkateswara	tamarind (tree)
shanbogue (account-Sheik [ant])	stapathi [swami]	tambala (I)
		Tamil
		tampurans
		tandal (I)

tandalgar	tiruman	Tulu
tangedu (tree)	tirunal	tumma (tree)
tank (artificial lake)	tirupani velai (I)	Tulā (festival)
tank (Bombay 7½ seer)	Tiruvādilai (festival)	turri
tanka (tribute)	Tiruvanandal	Ubbakavalai (I)
tannadar	tirwa	ubhayam
tannirpandal	tirwajasti	Udayan (C)
tapal	tirwakamm	uganny, (pl -ies)
taraf	Tithis—	ujjain (meridian)
tarai (swamp)	Pratipada	ulkudi
taram	Dvitiya	Ulladas (C)
Tarana (1884, 1944)	Tritiya	ulvadi
tarapadi (I)	Chaturthi	upanayanam
Tara Taja	Panchami	Uppara
tari (palm sap)	Shashthi	Uppiliyan (C)
tarif	Saptami	Urali
tarisu	Ashtami	ūran
tarri	Navami	Urdu
tarva (tanning tie)	Dasami	Uriya (not Oo)
tarwād (family)	Ekadasi	Urrukaran (C)
tasar (silk)	Dvadasi	urs (offerings, feast)
tasdik	Trayodasi	Ushar
Tattān (C)	Chaturdasi	ūshara (saline soil)
tatti	Panchadasi	uttupurahs
tāvazhi	tituram (request)	Vadagalai (sect)
taze (crop Bu)	Tiyan (C)	vadai
tazia (model of tomb)	Toda (C)	vādhyar
Telaga (C)	toddy	vadu
Teli (oilman)	tol (Sanskrit school)	Vadugan (C)
Telugu	tola (weight)	vagai
Tenda	tom-tom	vagu
Tengalai (Sect)	Tondamān (C)	vaid (doctor, Be)
teppakulam	tonga	vaidyan
teri (sand deposits)	topaz (C)	Vaidyaratna
Tevan	tope	vaikal
thagi (robbery)	topi	Vaikunta Ekadasi
Thalkur (title)	torana (gateway)	Vaishnava (C)
thana (police station)	topukaran (I)	Vaishnavism
thoda	Toranam ketti (I)	Vaisya (C)
Thug	Toreya	vakalat
Thugyi (headman)	totakal	vakalatnama
ticca	toti	vakil
tickal (1½ viss)	tottam	Vakkaliga (C)
tika	Tottiyān	valai
til (oil seed)	tribhagam (I)	Valaiyan
tindal (ship foreman)	Tsine (wild cattle, [Bu])	valayal
tirtham	tukeya	Valayan (I)
tirumalai (I)	tukkadi	Valluvan (C)
Tirumalpad	tulasi	

Vaniyan (C)	Vishnu	Dhruva
vanki	Vishnu Dipam	Vyaghata
Vannān (C)	Vishu (1881, festival)	Haishana
varagu	viss (weight)	Vajra
variam	Visvāvasu (1905)	Siddhi
vari (small millet, Bo)	Visvanatha	Vyatipata
varkas (poor soil)	Vyasa	Variyas
vaitamāna	Vyaya (1886, 1946)	Parigha
Varuna	Wadde (I)	Siva
vastu	Wadla (I)	Siddha
vasul	Wahābi (people)	Sadhya
vasul-baki	wakf (endowment)	Subha
Vedas	walawarg	Subhra
Veda-vritti (I)	walir (cultivation)	Brahman
Velama (C)	waram	Indra
velanga kolusu	warg	yogasana (austerities)
veli	wargdar	Yogi (ascetic)
Vellala (C)	wazūrat (subdivision)	Yuga
vellam (flood)	wazir (a minister)	Yūnāni (medicine)
vembu	Ya (uplands, Bu)	Yuva (1875, 1935)
vempattom (tenure)	yadast	zamin
vengai	yaidar (headman)	zamindar
Venkatachalapati	Yajaman	zamindari (estate)
verumpattam (lease)	Yajur	zamindari (f)
vetti (pl -s)	Yanadi (forest tribe)	Zamorin
Vettiyan (C)	yata	zenana
vettu	yatia	Zend
Vettuvar (tribe)	yeomadar	Zendavasta
Vibhava (1868, 1928)	yeomia	Zilhudge
vihāra (monastery)	Yerukalas	zila (a district)
Vijaya (1893, 1953)	Yessub	Zingar (I)
Vijaya Dasami	yoga	Zodiac signs—
Vikari (1899, 1959)	Yogas—	Mesha
Vikrama (1880, 1940)	Vaidhriti	Rishabha
Vikriti (1890 and era)	Vishkamba	Mithunam
Vilambi (1898, 1958)	Priti	Karkata
vilāyati (era)	Ayushmat	Simha
Villiyān	Saubhagya	Kanya
vimana pratishtha	Sobhana	Tula
Vinayakachaturthi	Atiganda	Vischika
vipravinodi (people)	Sukarman	Dhanus
Virabhadraswami	Dhriti	Makara
Virasaivan	Sula	Khumba
Vinodhi (1889, 1949)	Ganda	Mina
Virodhikrit (1911)	Vridhhi	Zulum

PERSONAL NAMES

Names of persons.—In all ordinary official correspondence and publications Indian names should follow the spelling adopted in the following examples —

HINDU PERSONAL NAMES.

NOTE—Caste names to be added in all cases when omitted here.

(See also rules on page 75)

Abbāyi Nāyudu	Amṛitanāyakam	Appāji Rāo
Abhimanya Patnāyak	Amṛita Rāo	Appala Āchārya
Abhirāma Ayyar	Amṛitaswāmi Pillai	Appalanarasayya
Abhishēkanāthan	Anandālwār	Appalanarasimham
Achāryulu Pantulu	Ananda Rāo	Appalanarasimhulu
Achyutalingam	Ānandatīrtha Rāo	Appalasūryanārā-
Achyutarāmayya	Ananta Āchārya	yana
Achyuta Sāstri	Anantagiri Rāo	Appalaswāmi
Adakkalam	Anantakalyāna	Appan Nambiyār
Adakkalanāthan	Anantakrishna	Appanna Pantulu
Ādikēsavulu	Anantanārāvana	Appā Rāo
Ādimūla Chetti	Anantan Nāyar	Appāswāmi Ayyar
Ādimūrti Rāo	Ananta Pattar	Appāvu Chetti
Ādinārāyana Ayyar	Anantarāma Ayyar	Appayya
Ādinārāyanaswāmi	Ananta Rāo Pantulu	Appukutti Mudali
Ādinārāyanayya	Anantāryan	Appu Mēnōn
Ādisēshayya	Anantasītārāma	Appunni Mēnōn
Ādisēshu Ayyar	Anantasubrahmanya	Appu Sāstrivār
Ādityam	Anavaratavināya-	Appusundaram
Ādivarāham	Anbudayān [kam	Appuswāmi
Ādivarāhamūrti	Andaperumāl Pillai	Aramvalartanātha
Ādriṣhtam	Andi Pillai	Arangadan
Aghōrapati	Andisundaram	Ārāvamudu
Aghōra Sāstrulu	Andivā Pillai	Ārdhanārī
Agnihōtruḍu	Andivappa Pillai	Ārdhanārīswara
Agniswāmi Pillai	Anjanēvulu	Ārōgyam
Akhilāndayya	Annā Ācharivār	Ārogyaswāmi
Alagappa Mudali	Annādurai Ayyar	Arpudaswāmi
Alagasingāra	Annāi Ayyangār	Arulānandam Pillai
Alagiriswāmi	Annāmala Chetti	Arulappan
Alagiyaasingam	Annaparāju	Arula Pillai
Alamēlu Chetti	Annappa Kāmāth	Arulaswāmi Pillai
Alavandār Chetti	Annāsawāmi Tēvar	Arumaināthan
Alwār Chetti	Annayya Nāyudu	Arumaināyakam
Amalānandam Pillai	Anugraham	Ārumugam Pillai
Amarappa	Āpaduddhārana	Ārunāchala Ayyar
Ambādi Mārār	Dīkshitar	Ārunagiri Nāyudu
Ambāsankara	Āpatsahāva Ayyar	Āsirvādam Pillai
Amritajagadīswara	Āppadu Pantulu	Āswattham Ayyar
Āmritalingam Pillai	Āppādurai Ayyar	Āswatthanārāyana

Atmanāthan
 Avadayār Pillai
 Avadhānulu Pantulu
 Avudaiyappan
 Ayyā Ayyar
 Ayyādurai Ayyar
 Ayyākutti Ayyar
 Ayyalayya Nayudu
 Ayyalu Nāyudu
 Ayyappan Pillai
 Ayyāswāmi
 Ayyāvenkata
 Bābanna Kāmath
 Bābu Rāo
 Bādarāyana Sāstri
 Bālagurunātham
 Bālaguru Nāyudu
 Bālāḷi Rāo Nāyudu
 Bālākōtayya
 Bālākṛishna Ayyar
 Bālākṛishnamūrti
 Bālamukunda Ayyar
 Bālārāma Ayyar
 Balarāma Ayyar
 Balarāma Dās
 Balarāma Kṛishnulu
 Balarāmamūrti
 Balarāmaswāmi
 Balarāmayya
 Bālasimha Rāo
 Bālasingam
 Bālasubrahmanyam
 Bālasundaram
 Bālaswāmi Chetti
 Bālu Mudali
 Bandappa Chetti
 Bangārayya
 Bangāruswāmi Pattar
 Bāpanayya Nāyudu
 Bāpanna
 Bāpayya Pantulu
 Bāpirāju
 Bāppu
 Bāpu Rāo
 Basalinganna
 Basalingappa
 Basava Chetti
 Basavanna
 Basavarājēswarem

Bāsī Reddi
 Bāvā
 Bāvā Rāo
 Bāvāswāmi Pant
 Bayyappa Reddi
 Beliyappa
 Bhagavanta Rāo
 Bhagavānulu Pantulu
 Bhagavatisubrahmanya Ayyar
 Bhāgīrathi Rāo
 Bhāgyam Pillai
 Bhāgyanāthan
 Bhairavamūrti
 Bhaktavatsaludu
 Bhānumūrti
 Bharatālwār
 Bharatan
 Bhāshika Āchārlu
 Bhāshva Āchāriyār
 Bhāshyam Ayyangār
 Bhāskara Ayyar
 Bhāskaran
 Bhāskararāmamūrti
 Bhāskararāmayya
 Bhāvana Āchārya
 Bhavānandam Pillai
 Bhavānisankara Rāo
 Bhavāniswāmi Rāo
 Bhīma Āchārya
 Bhīmasankara Rāo
 Bhīmasēna Rāo
 Bhīmayya
 Bhīmēsvara Rāo
 Bhōgayya
 Bhōja Rāo
 Bhujanga Rāo
 Bhūmināthan
 Bhūshanam
 Bhūtalinga Ayyar
 Bhūvarāhamūrti
 Bhūvarāha Rāo
 Biddayya
 Bishtōpant
 Brahmāḷi Rāo
 Brahmānandam
 Brahmayya
 Brīhadisan

Buchchayya Chetti
 Buchchirāmayyā
 Buchchirāju
 Chakkarai Chetti
 Chākkō
 Chākkū
 Chakradhara
 Chakrapāndiyan
 Chakrapāni Rāo
 Chakravarti
 Chalamayya
 Chalapati Rāo
 Chāmu Mēnōn
 Chandappa
 Chandayya
 Chāndi Kōsi
 Chandramauli
 Chandran
 Chandrasēkhara
 Chandu Nambiyār
 Channigappa
 Chāntan
 Chāppan Mēnōn
 Chāppunni Nāyar
 Chattappunni
 Chaturbhuja Dās
 Chāttukkutti
 Chāttu Mēnōn
 Chāyappa
 Chāvāpati Rāo
 Chella Ayyar
 Chellan
 Chellaperumāl
 Chellappa
 Chellappan
 Chellaswāmi
 Cheluva Ayyar
 Chelva Ayyangār
 Chelvakēsava
 Chelvaranga Rāju
 Chenchayya Chetti
 Chenchuramayya
 Chengal Rāo
 Chengalrāya Ayyar
 Chengalvapati
 Chengalva Rāo
 Chengalvarāya
 Chengappa
 Chengā Reddi

Chengayya Chetti
 Chennakēsa
 Chennakēsavayya
 Chennukkutti Kurup
 Cherian
 Chidambara Ayyar
 Chinnakāmarāju
 Chinnakrishna
 Chinnakrishnayya
 Chinnappā Pillai
 Chinnaswāmi Pillai
 Chinnatambi
 Chinnayya Pantulu
 Chinnakrishna
 Chinnakrishnayya
 Chintāmani
 Chirukāntan
 Chittayya
 Chitti Bābu
 Chokkalingam
 Chokkanāthan
 Chokkanna
 Chōyikkutti
 Chūdāmani Ayyar
 Chuppukkutti Mēnōn

Daivanāyakam
 Daivasahāyam
 Daivasikhāmani
 Dakṣiṇāmūrti
 Dāmōdaram
 Dānappa
 Dandapānayya
 Dandapāni Ayyar
 Dandāyudhapāni
 Dāsa Ayyar
 Dāsanna
 Dāsappa
 Dasaratharāman
 Dasaratharāmayya
 Dasaratha Rāo
 Dāsarathi Rāo
 Dāsarathiswāmi
 Dattāttrēya
 Dēsika Āchārya
 Dēvadāsan
 Dēvāji Rāo
 Dēvakatāksham
 Dēval Rāju
 Dēvamanī

Dēvanātha Āchārya
 Dēvanāthan
 Dēvanāyakam
 Dēvanēsam
 Dēvappa Punja
 Dēvaprasādam
 Dēvapriyan
 Dēvaiāja Mudali
 Dēvarājan
 Dēvarājulu
 Dēva Rāo
 Dēvasahāyam
 Dēvasikhāmani
 Dēvavaram
 Dēvayya
 Dhanakōti Pillai
 Dhanarāju
 Dhanaswāmi
 Dharmakkan
 Dharmalinga Mudali
 Dharmarāja Ayyar
 Dharmaranga Rāju
 Dharma Rāo
 Dhōndu Rāo
 Dīnabandhu Mahanti
 Dīnadayālu
 Dīraviyam
 Dīraviya Nādār
 Doraswāmayya
 Durairāja
 Durairāju
 Duraiswāmi Ayyar
 Duraisingam
 Duraivēlu
 Duraiyappa Ayyar
 Durgāchala Mudali
 Durgāprasāda Rāo
 Dwaipāyana Āchārya
 Dwārakanāthan

Eapen
 Eippa Nainan
 Eippe
 Ekāambarayya
 Ekāmbara Ayyar
 Ekāmbaram
 Ekāmbaranāthan
 Ekanātha Ayyar
 Ekāntalingam Pillai
 Ekāntaranga

Ellā Reddi
 Elumalai Kōnār
 Erakimuttu Chetti
 Gajarāja Mudali
 Gajēndra Nāyudu
 Ganapati Ayyai
 Ganapatirāman
 Ganapatisubba
 Ganapatisubrah-
 manyam
 Ganapatiyappā
 Ganapayya Shenai
 Ganēsa Mahāpātrō
 Ganēsan
 Gangāchalam
 Gangādhara Ayyai
 Gangādharan
 Gangādharappa
 Ganganna
 Gangarāja
 Gangarāju Pantulu
 Gangārām
 Gangā Rāo Nāyudu
 Gangayya
 Gangōji Rāo
 Garuda Āchārya
 Garudāchala Mudali
 Gaurinātha Sāstri
 Gauripati Rāo
 Gavarayya Nāyudu
 Gāyatri Ayyar
 Gāyatrinnātha Ayyar
 Gāyatrivallabha
 Giri Rāo
 Giryappa
 Gōkarnam
 Gōmāji Rāo
 Gōmatnāyakam
 Gōpāla Āchārya
 Gōpāladēsika
 Āchārya
 Gōpālakrishna
 Gōpālakrishnama
 Patnāyak
 Gōpālakrishnamma
 Gōpālanārāyanan
 Gōpālan Nāyar
 Gōpāla Rāo
 Gōpālaratnam Ayyar

Göpālasundaram
Göpālaswāmi
Göpālayya
Göpīnātha Rāo
Gövinda Achārya
Gövinda Dās
Gövindakrīshna
Gövindan
Gövindanārāyanan
Gövindappa Chetti
Gövindarāghava
Gövindarāja
Gövindarāju
Gövindarāju
Gövindasivan
Gövindaswāmi
Gövindayya
Gundappa
Gundu Rāo
Gurrāju
Gurumūrtayya
Gurumūrti Ayyar
Gurunātha Pillai
Gurupādām
Gururāja Rāo
Guruswāmāyya
Guruswāmi Ayyar
Guruvayya Sāstri

Hampayya
Hanumanta Rāo
Hanumantulu
Hanumānulu Pan-
Hanumayya [tulu
Haridās Nāyudu
Harihara Ayyai
Hariharan
Hari Rāo
Harisankar Bhatt
Harisarvōttama
Hayagrīva Rāo
Hayavadana Rāo
Hiriyanna

Ichara Mēnōn
Idichāndi
Ikkanda Mēnōn
Ilayālwar Ayyangār
Ilayatambi Pillai
Imbichehunni Nāyar
Inbaswāmi Pillai

Innayya
Irulāndi Pillai
Irula Pillai
Iswara Ayyar
Iswaramūrtiyā Pillai
Iswaran
Itti
Itticheriya
Ittimāthu
Ittiyerah
Ittup
Jagadīsan
Jagadiswara Mudali
Jagannātha Chetti
Jagannātham
Jagannāthaswāmi
Jagannāyakulu
Jagapatirāju
Jaggarājan
Jagga Rāo Nāyudu
Jaggarāya Pillai
Jaimini Pillai
Jaladurgaprasāda-
rāyudu
Jalapēsvara Ayyar
Jambulinga Mudali
Jambunātha Ayyar
Jambunāthan
Jambuswāmi
Jānakīrāmavva
Jānaki Rāo
Janārdana Rāo
Janārdanaswāmi
Jangam Reddi
Japānānam
Jayantīswara Ayyar
Jayarāma Ayyar
Jayarāmachandra
Jaya Rāo Pantulu
Jēsudāsan Pillai
Jēsudaiyān
Jivāji Rāo
Jivan Rāo
Jivappa Nāyak
Jivaratnam
Jivaratna Nāyudu
Jnānadēsikan
Jnānādhikam Pillai
Jnānadurai
Jnānakannu

Jnānamani
Jnānamānikkam
Jnānam Pillai
Jnānamuttu
Jnānaprakāsam
Jnānaratnam
Jnānasambandham
Jnānasikhāmani
Jnānasirōmani Nādār
Jnānaswāmi Mudali
Jnānavīran Pillai
Jnānavolivu
Jnānāyudham
Jnānayya
Jnāniyār Nādār
Jōga Rāo
Jōgayya Pantulu
Jōtināyakam
Kachchapēsvara
Kadingi Nedungādi
Kadirvēlu Mudali
Kailāsa Ayyar
Kailāsam Pillai
Kailāsapatī Mudali
Kālahastī Ayyar
Kālappa Mudali
Kālēsvara Rāo
Kallapīrān Pillai
Kalyānakrīshnayya
Kalyānam
Kalyānarāma Ayyar
Kalyānasundara
Kalyānasundaram
Kalyānaswāmi
Kamalanātham
Kamalanatha Mudali
Kamalēsa Nāyudu
Kāmarāju
Kāmāyya
Kamban
Kāmbhotlu
Kāmēsam
Kāmēsvara Rāo
Kammāran Nāyar
Kāmōji Rāo
Kanakāchalam
Kanakarāju
Kanakaratnam Pillai
Kanakasabhai Pillai
Kanakasabhapati

Kanakasabhēsa
 Kanakayya
 Kandaswāmi Mudali
 Kannan Chetti
 Kannayya Nāyudu
 Kannuswāmi Pillai
 Kāntimatīnātha
 Karpakavīnāyakam
 Karpūrasundara
 Pāndiyan
 Karunākara Mēnōn
 Karuppanna Pillai
 Kāsinātha Mudali
 Kāsiuāthan
 Kāsi Rāo
 Kāsiṣwalingam
 Kastūri Chetti
 Kastūrīranga
 Kāttaperumāl Pillai
 Kaundinya
 Kāyarōhana Mudali
 Kēlappan
 Kēlu Erādi
 Kēlukkutti
 Kērala Varma
 Kēsava Pai
 Kēsava Pillai
 Kēsavayya
 Kēsavulu
 Kittunni
 Kochchukrishna
 Mārār
 Kochchunni Kurup
 Kōdandapāni Chetti
 Kōdandarāma
 Kōdandarāmānujulu
 Kōdandarāmaswāmi
 Kōdandarāmāyaya
 Kōdanda Rāo
 Kōlappan Pillai
 Kōman
 Kōmban
 Kondalanārāyana-
 swāmi Nāyudu
 Kondala Rāo
 Kondalarāyudu
 Kondappa Nāyudu
 Kondayya Nāyudu
 Kōnēri Rāo

Kōnēti Ayyar
 Kōppunni Nāyar
 Koprēsa Rāo
 Kōra
 Kōran
 Kōsi
 Kōtayya
 Kōtilingam
 Kōtiswara Ayyar
 Kōyil Pillai
 Kripāsankai
 Kriṣṇabrahmam
 Kriṣṇāji
 Kriṣṇama Achārya
 Kriṣṇamma
 Kriṣṇamūrti
 Kriṣṇan
 Kriṣṇappa
 Kriṣṇa Rāo
 Kriṣṇaswāmāyaya
 Kriṣṇaswāmi
 Jatāvallabhar
 Kriṣṇayya Pantulu
 Kulandai Reddi
 Kulandaśwāmi
 Kulandaivēlu Pillai
 Kulasekharan
 Kumārachakravartī
 Kumāradēva Mudali
 Kumāraswāmi Sāstri
 Kumāra Tātāchārya
 Kumaiēsan
 Kunchitapādham
 Kundu Panikkar
 Kunhan Nāyar
 Kunhi Bāppu
 Kunhi Kannan
 Kunhikrishnan
 Kunhikkuttan
 Kunhikkutti
 Kunhi Rāman
 Kunhunni Mēnōn
 Kunjan Mēnōn
 Kunju Achchan
 Kunjukrishna Mēnōn
 Kunju Nāyar
 Kuppa Achārya
 Kuppan Ayyangār
 Kupu Rāo

Kuppaswāmi Chetti
 Kuriyan
 Kuruvilla
 Kuttalingam
 Kuttan Mēnōn
 Kuttirāma Mēnōn
 Kuttisankara Panik-
 Kutumba Rāo [kar
 Lachchanna
 Lakkarāju
 Lakshmana Ayyar
 Lakshmanana
 Lakshmana Perumāl
 Lakshmanaswāmi
 Lakshmayya Nāyudu
 Lakshmikāntam
 Lakshmikāntarāju
 Lakshmikānta Rāo
 Lakshmināga-
 bhūshanam
 Lakshminarasas
 Lakshminarasappa
 Lakshminarasimham
 Lakshminarasimhulu
 Lakshminarasu
 Lakshminārāyana
 Lakshmiṣati
 Lakshmiṣarāhan
 Lingamūrti
 Lingappayya
 Lingarāju
 Lingayya
 Lingō Pant
 Lōkanātha Mudali
 Madanagōpāla Rao
 Madana, Mōhana
 Sīmha Dēvu
 Mādappayya
 Mādava Mēnōn
 Mādhan Nāyar
 Madhusūdāna Rāo
 Maduraināvakam
 Mahābala Rāo
 Mahābandhu
 Dikshitar
 Mahādēva Ayyar
 Mahālinga Avvar
 Mahārāja Pillai

Malayappa Ayyar
 Mallaparāju
 Mallārī Rāo
 Mallayya
 Mallikārjuna Āsārī
 Manavāla Nāyudu
 Mānavēdan Rāja
 Mānavīkrama Rāja
 Mangēsa Rāo
 Mānikkam Pillai
 Mānikkavāsaga
 Nādār
 Mānikkavēlu Mudali
 Mānikya Rāo Pan-
 Manjappa [tulu
 Manjunātha Bālīga
 Mannāruswāmī
 Manōnmani Pillai
 Māriyappa Mudali
 Mariyaparakāsam
 Mariyasūsaī
 Marisiddappa
 Mārkaṇḍēya Sāstrulu
 Mātāṇḍam Pillai
 Marudāchala Mudali
 Marudānāyakam
 Māsīlāmani Mudali
 Mātrubhūtam Ayyai
 Mayūjanātha Ayyai
 Mēlagū Rāo
 Minākshisundara
 Minākshisundaram
 Mōhana Rāo
 Mōnappa Chetti
 Moppūrappa
 Mrityunjaya Ayyar
 Mudaliyāṇḍān Chetti
 Mukhyaprāna Rāo
 Muktantīswarudu
 Mukti Chidambara
 Mukundarāja
 Gōvinda
 Mukunda Rāo
 Munayya
 Mundappa Bangēra
 Muni Chetti
 Muniswāmī Pillai
 Munisubrahmanyam
 Mūrti Chetti

Murugappa Chetti
 Murugēsa Mudali
 Muttanna
 Muttayya Chetti
 Muttu Chetti
 Muttukumāraswāmī
 Muttuswāmī Ayyar
 Mutyāluswāmī Chetti
 Nāgabhūshanam
 Nāgalingam Pillai
 Nāgamanī Chetti
 Nāgam Ayya
 Nāganātha Ayyar
 Nāganna
 Nāgappa Mudali
 Nāgarāja Rāo
 Nāgaratnam
 Nāgasundaram
 Nāgaswāmī Ayyar
 Nāgēndram
 Nāgēsa Rāo
 Nāgēsvara Ayyar
 Nāgi Reddi
 Nāgōji Rāo
 Nallamuttu
 Nallasivam Pillai
 Nallaswāmī Pillai
 Nallatambi Nādār
 Namasivāyam Pillai
 Namberumāl Chetti
 Nambi Ayyangār
 Nammālwār Chetti
 Nānāswāmī Rāo
 Nandikēswarem
 Nanjappa Ayyai
 Nanjundayya
 Nānu Ayyai
 Narahari Rāo
 Nārappa Nāyudu
 Narasa Ayyar
 Narasanna Rāo
 Narasarāju
 Narasimha Dās
 Narasimham
 Narasimha Rāo
 Narasimhaswāmī
 Narasimhayya
 Narasimhēsvara
 Narasimhulu

Narasinga Rāo
 Nārāyana Ayyar
 Nārāyanam Pillai
 Nārāyanamūrti
 Nārāyanan Nambud
 rippād
 Nārāyanaswāmī
 Nārāyanavarada
 Nārāyanayya
 Nargunam Pillai
 Natarāja Ayyar
 Natēsa Ayyar
 Natēsam Pillai
 Natēsan
 Nāthamuni Mudali
 Navamani
 Nāyanakkannu
 Nāyana Sāstri
 Nāyanāvayya
 Nāyar (Gōpālan,
 etc)
 Nayinappa Chetti
 Nelhiyappā Pillai
 Nilāchalam
 Nilakantha Ayyar
 Nilakantham
 Nilamēgha Pillai
 Nilamēgham Sāstri
 Nūkayya
 Pachchaiperumāl
 Pachchayya Pillai
 Padmanābha Sarma
 Padmanābhayya
 Padmanābhulu
 Pakkiri
 Palani Chetti
 Palaniswāmī Mudali
 Palaniandi Pillai
 Palaniyappan
 Pampana Gauda
 Pampāpatī Sāstri
 Panchanāda Ayya
 Panchāpakēsa
 Pānduranga Mudali
 Pāpa Chetti
 Pāpayya Chetti
 Parabrahma Sāstri
 Paramanāyakam
 Paramasivan Pillai

Paṁamēswara Ayyar
 Paramēswaran
 Mūssad
 Paramēswaranunni
 Paramu Pillai
 Paranjōti Mudali
 Paranjōtiyā Pillai
 Parāṅkusam Nāyudu
 Parasunātha
 Parasurāma Ayyar
 Paripūrnām
 Pārthasārathi
 Pārvatīsam
 Pattābhīrāma Rāo
 Pattābhī Sītārām-
 Peddirāju [ayya
 Penchulu Chetti
 Pērayya Sāstri
 Pērinbam
 Periyālwār Chetti
 Periyānāyakam
 Periyanna Chetti
 Periyaswāmī Mudali
 Pērrāju Pantulu
 Perumāl Nādār
 Perumālayya
 Phāṁiyappayya
 Pichehāndi Ayyar
 Pichchayya
 Pichechi Reddi
 Pichchu Ayyar
 Pichhumuttu Pillai
 Piravipperumāl
 Pitāmbara Ayyar
 Ponnambala
 Ponnambalanātha
 Ponnappa Pillai
 Ponnayya Nādār
 Ponnuranga Mudali
 Ponnuswāmī Nādār
 Prakāsam Pantulu
 Prakāsa Rāo
 Pranatārthihara
 Pullaswāmī
 Pundarikākshudu
 Punnayya
 Punitavēlu Mudali
 Punyakōti Mudali
 Pūrnāprajna Rāo

Pūrnayya
 Purushōttama Rāo
 Pushpanātham
 Puttanna
 Rādhākṛishna
 Rādhākṛishnamūti
 Rādhākṛishnan
 Rāghappa
 Rāghava Achārya
 Rāghavayya
 Rāghavēndra Rāo
 Raghunātha Sāstri
 Raghunātha Tātā-
 chārya
 Raghunāthayya
 Raghupati Nāyudu
 Raghurāman
 Raghūttama Achārya
 Rairu Nambiyār
 Rājā Achārya
 Rājābādar Mudali
 Rājabhūshanam
 Rājagōpāla Achārya
 Rājagōpālākṛishna
 Rājagōpālaswāmī
 Rājaguru
 Rājamānikkam
 Rājam Ayyar
 Rājanāyakam Pillai
 Rājāṅgam Ayyar
 Rājappa Ayyar
 Rājārām Rāo
 Rājaratna Mudali
 Rājasēkhara Sarma
 Rājēndram Pillai
 Rāju Mudali
 Rājūnāyakam
 Rāma Ayyar
 Rāmabhadra Nāyudu
 Rāmabhadrudu
 Rāmabrahmam
 Rāmachandra Ayyar
 Rāmachandrayya
 Rāmachchan Ned-
 ungādi
 Rāmādāsu Nāyudu
 Rāmājōgi
 Rāmākṛishna Ayyar

Rāmākṛishnamma
 Rāmākṛishnaswāmī
 Rāmākṛishnayya
 Rāmalinga Ayyar
 Rāmalingayya Chetti
 Rāmalingēswarappa
 Rāmamōhan Rāo
 Rāmāmṛita Ayyar
 Rāmāmṛitam
 Rāmāmūrti
 Rāman
 Rāmanātha Ayyar
 Ramanān
 Rāmanarasu Pantulu
 Ramanayya Pantulu
 Rāmanna Chetti
 Rāmānuja Ayyangār
 Rāmānujulu Nāyudu
 Rāmanunni Nāyar
 Rāmarāghava Reddi
 Rāma Rāo
 Rāmarāyaningār
 Rāmasēsha Ayyar
 Rāmasubba Ayyar
 Rāmasubrahmanya
 Rāmaswāmī Pillai
 Rāmayya Pantulu
 Rāma Varma
 Rāmī Reddi
 Rāmōtti
 Rāmudu Ayyar
 Rāmunnī Mēnōn
 Ranga Achārya
 Ranganātha Mudali
 Ranganāyakulu
 Rangarāju
 Rangaswāmī
 Rangavadivēlu
 Rangayya Nāyudu
 Rānōji Rāo
 Rārīchchan Mūppan
 Ratna Chetti
 Ratnasabhāpati
 Ratnaswāmī
 Ratnavēlu Pillai
 Ravi Varma
 Rāvunnī Nedungādi
 Rāyappa
 Rudramūrti Asāri

Sabhāpati Mudali
 Sachchidānanda
 Sadagōpa Achārya
 Sadagōpa Rāmānuja
 Sadāsiva Ayyar
 Sahasranāma Ayyar
 Sākētarām Nāyudu
 Sāma Rāo
 Sāmayya
 Sāmbamūrti Ayyar
 Sambandham
 Sambandha Mudali
 Sāmbasivam
 Sāmbasiva Rao
 Sāmbayya
 Sāmi
 Sampatkumāra
 Sampattu Ayyangār
 Sāmu Ayyar
 Sanjivappa
 Sanjiva Rāo
 Sanjivi Nāyudu
 Sankappa Punja
 Sankarakumāra
 Pillai
 Sankaralingam
 Sankaramūrtiyā
 Sankaranārāyana
 Sankaran Nāyar
 Sankaia Pandālai
 Sankarārāman
 Sankara Rāo
 Sankarayya Nāyudu
 Sankunni Mēnōn
 Sannayya
 Santānagōpālan
 Santānākriśhnan
 Santānam
 Santānarāma
 Sāntappa
 Sāntavirappa
 Santōsham
 Sanyāsaiya Nāyudu
 Sanyāsirāju Pantulu
 Saptarishi Ayyar
 Sarabhēswara Ayyar
 Sāranāthan
 Sārangapāni
 Sārangarājan

Saravana Mudali
 Saravanamuttu Pillai
 Saravanaperumāl
 Sargunar
 Sarvarāyudu
 Sarvēswara
 Dikshitululu
 Sarvōttama Rāo
 Sattanātha Pillai
 Sattayya Nāyudu
 Satyachidambala
 Satyagirirājan
 Satyāji Rāo
 Satyamūrti
 Satya Nādār
 Satyanārāyana
 Satyanāthan
 Satyavāgīswara
 Satyavūsagam
 Saundaramānikkam
 Saundararāja
 Savarirāja Pillai
 Savarimuttu
 Savarinātha Pillai
 Sāyana Sāstri
 Sēkhara Kurup
 Sēkharī Varma Rāja
 Selvadurai Pillai
 Selvanāyakam
 Selvapati Rāo
 Sēnādhīpati
 Sēnāpati
 Sēsha Ayyangār
 Sēshādri Ayyar
 Sēshagiri Rāo
 Sēshāchalam Chetti
 Sēshāchalapati
 Sēshappa
 Sēshayya
 Sēshu Ayyar
 Sētūrāma Ayyar
 Sētu Rāo
 Shanmukhakumāia
 Shanmukham
 Shanmukhappa
 Shanmukhasundara
 Sīmhādri Rāo
 Singaperumāl
 Singara Achārya

Singāravēlu Chetti
 Singari Nāyudu
 Sitāpati Rāo
 Sitārāma Ayyar
 Sitā Rāo Pantulu
 Sivabhūshanam
 Sivachidambara
 Sivagurunātha
 Sivajnānam Pillai
 Sivakolundu Mudali
 Sivāmrita Sāstri
 Sivandalingam
 Sivaprakāsam
 Sivarājan
 Sivarāma Ayyar
 Sivarāma-
 krishnamma
 Siva Rāo
 Sivasankaran
 Sivasankarayya
 Sivasubrahmanyam
 Sivaswāmi Ayyar
 Sivayya
 Sōbhanādri Rāo
 Sōmanātha Ayyar
 Sōmantha
 Sōmasundaia Sāstri
 Sōmayājulu
 Sōmēswara Ayyar
 Sōnāchalam
 Srihari Rāo
 Srikālahastī Ayyar
 Srikantayya
 Srikriśhnulu Pātrudu
 Srīnivāsagam Pillai
 Srīnivāsārāghava
 Srīnivāsa Rāo
 Srīnivāsulu Nāyudu
 Srīrāma Chetti
 Srīrāmulu Nāyudu
 Srīranga Achārya
 Subba Ayyar
 Subbā Pillai
 Subbanarasa Ayyar
 Subbanna Achārya
 Subbārāghava Ayyar
 Subbārāju
 Subba Rāma Ayyar
 Subbārāja Sāstri

Subbārāyudu	Timmana	Varāha Ayyangār
Pantulu	Tirukkāmu Chetti	Varāhanarasimha
Subbārāyulu Reddi	Tirumalai Ayyangār	Pātrudu
Subbayya Chetti	Tirumalaiswāmi	Vasanta Rāo
Subrahmanya Ayyar	Tirumalaiyān Chetti	Vāsava Mēnōn
Subrahmanyam	Tirumalaiyappā	Vāsudēva
Sudarsana Achārya	Tirumal Rāo	Vāsudēvamūrti
Sukhavanam	Tirumuruganātha	Vayyāpuri Mudali
Sukumāran	Tirunārāyana	Vēdāchala Ayyar
Sundaragōpāla	Tirunārāyanaswāmi	Vēdagiri Mudali
Sundaralingam	Tiruvēngadam	Vēdāji Rāo
Sundaram Mudali	Tiruvēngadanātha	Vēdamānikkam
Sundara Rāo	Tiruvēngadaswāmi	Vēdamuttu
Sundaranānā Rāo	Tiruvīrarāyan	Vēdanāyakam
Sundararāja Ayyar	Tulasirāma Ayyai	Vēlayudha Āsāri
Sundararāma Ayyar	Tyāgaiāja Ayyar	Vēlayudhan
Sundaravadivēlu	Tyāgarāma Ayyai	Vēlu Mudali
Sundaravarada	Tyāgarāya Chetti	Vēmban
Sundarēsa Mudali	Tyāgasundara	Vēmbu Ayyai
Sundarēswara	Udayavarma Rāja	Vengu Ayyar
Ayyar	Uddandiswāmi	Venkanna Pantulu
Sūrappa	Ulaganātha Mudali	Venkappa
Sūrayya	Umāmahēswara	Venkā Reddi
Sūri Ayyar	Umāpati Mudali	Venkāswāmi Rāo
Sūryanārāyanamūrti	Unichchōyi	Venkata Āchārya
Sūryanārāyana Rāo	Unni Erādi	Venkataāchala Ayyar
Sūryaprakāsa Rāo	Unnikkutti Kidāvu	Venkataāchalam
Sūsaikulandai Pillai	Upēndra Pai	Venkataāchalapati
Swāmi Ayyar	Vadivēlu Mudali	Venkatādri Ayyar
Swāmikannu Pillai	Vaidyalingam Pillai	Venkatagiri Nāyudu
Swāminātha Ayyar	Vaidyanātha Ayyar	Venkata Kannayya
Syāmala Rāo	Vaidyarāman	Venkatakrishnayya
Tāchchu Mēnōn	Vaidyēswara Ayyar	Venkatanarasimha
Tādulingam	Vaikuntham	Venkatanārāyana
Tambu Chetti	Vaikuntha Nāyakar	Venkatapati Nāyudu
Tambuswāmi Pillai	Vairavānanda Pillai	Venkataperumāl
Tammanna Chetti	Vajravēlu	Venkatappayya
Tamayya Nāyudu	Vallabha Rāo	Venkatārāma Ayyar
Tāndavarāya Pillai	Vāmana Kāmat	Venkatārāmadās
Tangaswāmi	Vānchi Ayyar	Venkataramanamūrti
Tangavēlu Mudali	Varadappa Nāyudu	Venkataramana Pai
Tanikāchala Mudali	Varadarāghavayya	Venkataramana Rāo
Tānu Pillai	Varadarāja Ayyar	Venkataranga
Tātāchārya	Varadarāju	Venkata Rāo
Tātam Ayyangār	Varadarāju Mudali	Venkataratnam
Tharyan	Varada Rāo	Venkatārāya Chetti
Tillaināyakam	Varadayya Nāyudu	Venkatārāyudu
Timmakrishna Rāo		

Venkatarāyulu
 Venkatasēshayya
 Venkatasīva Rāo
 Venkatasubba Ayyar
 Venkatasubbarāyudu
 Venkataswāmī
 Venkataswētachala-
 patī Rāo
 Venkatavarada
 Venkatēsam Pantulu
 Venkatēsan
 Venkatēswara
 Venkatēswarulu
 Venkayya
 Venkōba Rāo
 Vēnugōpāla Chetti
 Vijaya Mudali

Vijayanarasimha
 Vijayarāghava
 Vijayarāghavulu
 Vijayarangam Pillai
 Vikrama Dēvu
 Vināyaka Mudali
 Virabhadra Rāo
 Viranna Nāyudu
 Virappa Chetti
 Virarāghavaswāmī
 Virarāghavayya
 Vira Rāyan Rāja
 Virāswāmayya
 Virēśalingam
 Viru Nāyudu
 Virūpāksha Nāyudu
 Vissayya

Viswalingam Pillai
 Viswanātha Ayyar
 Viswāsam
 Viswēswara Rāo
 Vitthal Rāo
 Vyāsa Rāo
 Yadunātha Rāo
 Yajnanārāyanayya
 Yajnanna
 Yajnarāma Ayyar
 Yajnaswāmī
 Yājulu
 Yāmuna Āchārya
 Yatirāja Mudali
 Yatirājan
 Yatirājulu
 Yēsudaiyān

ORIYA PERSONAL NAMES (MALES)

Ādikondo	Bimbādhoro	Brundābono
Ādinātho	Bina	Brundābonochondro
Akulo	Bināyoko	Budhi
Ankulo	Binodia	Budhiya
Anondo	Binodo	Bhābogrāhi
Appanna	Biprochorono	Bhāgirothi
Arāmo	Biro	Bhaluka
Arto	Bīrobhodro	Bhāskoro
Artotrāno	Bīoboro	Bhayigo
Atongo	Bironchinārāyono	Bhendia
	Birūpāksho	Bhikāri
Bābono	Bisi	Bhikka
Bahadūr	Bisunu	Bhīmo
Bāhājī	Biswokshēno	Bhīmosēno
Bajīa	Biswombhoro	Bhobona
Bālājī	Biswonātho	Bhogia
Balla	Boidyonātho	Bhogobāno
Bālokesworo	Boigolo	Bhogoboto
Bālokrushno	Boikuntho	Bhoirobo
Bālunkesworo	Boirāgi	Bhojomono
Bālunki	Boishnobo	Bhojono
Bāmodēbo	Bokshi	Bhoroto
Bamsodhoro	Boli	Bhuboni
Bāmsuniya	Bolia	Bhubonēswoio
Banchha	Bollobho	Bhujo
Bānchhanidhi	Bollobhonārāyono	Bhulla
Bānrbhūshono	Bolobhodro	
Bankia	Bolorāmo	Chemna
Banko	Bonna	Chhobīlal
Bānomboro	Bonobāsi	Chhonochohonia
Bāpani	Bonomāli	Chhota
Bāsu	Borojo	Chhotria
Bāsudebo	Botchhia	Chintā
Bāvuri	Botchho	Chintāmoni
Baya	Boto	Chitro
Bāyi	Botokrushno	Choita
Bāyina	Brojānondo	Choitonyo
Bāyini	Brojobāsi	Chokodi
Bāyidhoro	Brojobihāri	Chokro
Bāyikuli	Brojobollobho	Chokrodhoro
Beni	Brojobondhu	Chokropāni
Bennu	Brojokesworo	Chompānoli
Bennupāni	Brojokasworo	Choncholo
Bidyādhoro	Brojomōhono	Choncholochorono
Bighnorājo	Brojosundoro	Chondro
Bihāribondhu	Brunda	Chondrobhānu
Bijulia		Chondromoni

Chondrosēkhoro
Choro
Chorono
Chotura
Choturbhujo
Chowdhori
Chūdāmoni

Dāmo
Dāmōdoro
Dāsia
Dāso
Dāsoroṭhi
Dēbānondo
Denlia
Dhārmiko
Dhonēswoṛo
Dhonia
Dhonna
Dhonnu
Dhonosundoro
Dhonurdhoro
Dhorma
Dhormo
Dhoionidhoro
Dhi ubo
Dibākoi o
Digōmboro
Dinna
Dinōbondhu
Doitāri
Domburu
Domburudhoro
Domma
Donāi
Donārdono
Dondāsi
Dondia
Dondo
Dondodhoro
Dondopāni
Doyānidhi
Dukha
Dulla
Dullobo
Durgāchorono
Durgāmādhobo
Durgāprosādo

Durjōdhono
Dusia
Dutia

Endu
Ekadosi
Ekadosia
Ekāmboro
Ekkai
Espati

Gādhu
Gandua
Ghagudia
Ghonia
Ghono
Ghonosyāmo
Giria
Giridhoro
Girinātho
Gōbindo
Gōbindochondro
Gōbindochorono
Gobiri
Goborā
Gobordhono
Gōdābori
Gōdādhoro
Godai
Gojānono
Gokulānondo
Gokulo
Gokulochando
Golla
Gombhāna
Gonēso
Gonēswoṛo
Gonga
Gongādhoro
Gongāpani
Gonopoti
Gopālo
Gopālokrushno
Gopi
Gōpichorono
Gōpinatho
Gopobondhu
Goposundoro

Gorāchāndo
Gorāmoni
Gourāngo
Gourisonkor
Gourisyāmo
Gourochondro
Gourohori
Gundicha
Gura
Gui ubāria
Gurunātho

Hadia
Hadu
Hadupāni
Hatirāmo
Hatti
Holodhoro
Honnu
Honso
Honumāno
Hori
Horia
Horibondhu
Horichorono
Horihoro
Horikrushno
Horimōhono
Horinārāyono
Hoirāmo
Horischondio
Horosho
Hrudoyānondo
Hrushī
Hrushikēso

Indro
Indiomādhobo
Isano
Isworo
Isworochondro

Jādobo
Jamolārjuno
Jānakirāmo
Jhogodia
Joddu
Jodumoni

Jogēswoꝛo	Khoga	Kusia
Jogga	Khogia	Kuso
Jogi	Khogeswoꝛo	Kussa
Jogimoni	Kholi	Kusuno
Jogīndro	Kholia	
Jogindronātho	Khoneswoꝛo	Lābho
Jogobondhu	Khonna	Lābonyo
Jogodiso	Khotia	Lālmōhono
Jogonmōhono	Khuntia	Lālu
Jogonnātho	Kisorōchondio	Lenka
Jogotānondo	Kobira	Lingo
Jolodhoro	Kōdondo	Lingorājo
Jombēswoꝛo	Kōdondodhoio	Lobba
Jonārdono	Kohira	Lobbo
Jotēswoꝛo	Kohna	Loboni
Joyo	Koibolo	Lochhobono
Joyokrushno	Koibolyo	Lochhomono
Joyomoni	Kokilā	Lochono
Joyorāmo	Kolākoio	Loka
Judhistiro	Koliā	Lokēswoꝛo
Jugolochorono	Kombu	Lokonātho
Jugolokisōro	Kombupāni	Lokshmibollobho
Jugolokrushno	Komolākānto	Lokshmidhoro
Jujhesti	Komololōchono	Lokshmikānto
Jujhia	Kondho	Lokshminārāyono
Juria	Kontho	Lokshmono
Jutia	Kopikētono	Loksmichorono
	Kopilēswoꝛo	Lolita
Kalia	Kopilo	Lolitāmoni
Kaliāchorono	Kopitāno	Lombōdoro
Kālu	Korunākoro	Londa
Kālukinkōro	Korunānidhi	Luttia
Kāmopālo	Koya	
Kampo	Krupa	Madhia
Kanchia	Krupāsindhu	Mādhobo
Kannu	Krushno	Magota
Kantāria	Krushnochoitonyo	Māguni
Kāntorājo	Krushnochondro	Māikondo
Kārtiko	Krushnochotonyo	Michha
Kārtikya	Krutibāso	Mina
Kāsī	Kshetrobāsi	Minokētono
Kāsīnātho	Kshetroboro	Mochi
Kāsīrāmo	Kshudhādhoro	Modhura
Kela	Kshyomākoro	Modhusūdono
Kēsa	Kshyomānidhi	Modono
Kēsobo	Kubēro	Modonogopālo
Khētra	Kunjia	Modonomōhono
Khētro	Kunjo	Mohādebo
Khodalo	Kurmonātho	Mohankālo

Mohdu
 Mohēswoꝛo
 Mohimōhono
 Mōhona
 Mōhono
 Mohontoria
 Mohorgia
 Mohorushi
 Mokoro
 Mokundo
 Mondorodhoro
 Mongola
 Mongulu
 Moni
 Monia
 Monmotho
 Monobōdho
 Monomōhono
 Mrutyunjoyo
 Muktēswoꝛo
 Mukundo
 Muli
 Murāri
 Murilīdhoꝛo
 Mussa

Nallu
 Nārano
 Nārāyono
 Nassa
 Nātho
 Nētrōtsobo
 Nilāmboro
 Nilo
 Nilokontho
 Nilomādhobo
 Nilomoni
 Nimai
 Nimaichorono
 Nirākāro
 Nironjono
 Nisānātho
 Niteyi
 Nitya
 Nityānondo
 Nobino
 Noboghono
 Nobokisōro
 Nodiachāndo

Nokulo
 Nolinakshyo
 Nondikēswoꝛo
 Nondo
 Nondokisōro
 Nondolālo
 Noria
 Norohori
 Norosimho
 Norosingo
 Norōttomo
 Notia
 Notoboro
 Noyono
 Nrusimho

Obhimonyo
 Obhinobo
 Obhirāmo
 Ochutānondo
 Ochuto
 Odwoito
 Ogādhu
 Oirāboto
 Okshoyo
 Okuro
 Onādi
 Onāmo
 Onātho
 Ongodo
 Oniruddho
 Onkuro
 Onongo
 Onongobhīmo
 Ononto
 Onontochorono
 Onontopodmonābhō
 Onontorāmo
 Ontorjāmi
 Oportī
 Orjuno
 Orokhito
 Paikira
 Panda
 Pāndobo
 Pānu
 Phetasingi
 Phokiro
 Phokīromōhono

Pindiko
 Pītāmboro
 Pītobāso
 Pituyi
 Podia
 Podmochorono
 Podomolōchono
 Podmonābhō
 Podono
 Ponchānono
 Poiānkuso
 Porikhito
 Porikshya
 Poromānondo
 Poromo
 Porosu
 Porosudhoro
 Porosurāmo
 Potito
 Potitopābono
 Prānokumāro
 Piemānondo
 Priyānondo
 Pīobhāchondro
 Probhākoro
 Probolādo
 Prohorājo
 Prokāsochondro
 Prophullo
 Prosonno
 Prosonnokumāro
 Punia
 Puria
 Purnānondo
 Purnochondro
 Puro
 Purondoro
 Purushōttomo
 Pushya

Rādhāchorono
 Rādhākānto
 Rādhākṛushno
 Rādhāmōhono
 Rādhānātho
 Rādhānondo
 Rādhāromono
 Rādhāsyāmo
 Rāghobo

Rājendro	Simhādri	Subudhi
Rājībo	Sindhu	Sudorsono
Rājībolōchono	Sitākānto	Sugribo
Rājībonētro	Sitānātho	Sukodēbo
Rājogopālo	Sitāprosādo	Sukru
Rājono	Sitāramo	Sukuta
Rāmānujo	Sōbha	Summa
Rāmēso	Sōbhachondro	Surēndro
Rāmo	Sodānondo	Surjyonāīayono
Rāmabollobho	Sodanono	Syāmo
Rāmochondro	Sodāsībo	Syāmoghono
Rāmogōbindo	Sodda	Syāmosundoro
Rāmohori	Sohodēbo	
Rāmokrushno	Sohosronāmo	Taria
Rāmolingō	Soito	Tarini
Rāmomōhono	Solia	Tarinichoi ono
Rāmonātho	Solla	Tārono
Rāmoprosādo	Sombāria	Tāru
Rāsobihai i	Sōmonātho	Tera
Roghu	Sōmosēkhoro	Thobiro
Roghumoni	Sonāntano	Thumba
Roghunātho	Sonkulia	Tikoro
Roibāria	Sonya	Timma
Romākānto	Sonyāsī	Tinka
Romēso	Sorotkumāro	Tolonētro
Rongonātho	Sosībhushono	Tomalēswozo
Ronko	Sosidēbo	Tonkia
Rosiko	Sosidhoro	Tonko
Rosikochondro	Sotchidānondo	Tonkodhoro
Rosikomōhono	Sotrughno	Trilōchono
Rotno	Sotya	Triomboko
Rushi	Sotyānondo	Tura
Rushia	Sotyobādi	
Rushobho	Sotyōnārāyono	Udoyochondro
Sādhu	Srībotso	Udoyonātho
Sādhuchorono	Sīichondono	Ugrosēno
Sāibo	Sīdhoro	Ujwolēswozo
Sārodāchorono	Sīhori	Ulla
Sārongodhoro	Srikāntho	Umānātho
Sārongopāni	Srikoro	Umāpoti
Sārothi	Srikrushno	Upēndro
Sēboko	Srīnibāso	Urdhobo
Sībo	Srīpoti	Utsobo
Sīborāmo	Srīrāmo	Uttomo
Sikhoro	Srīrongo	Uttori

ORIYA SURNAMES.

Achārjyo	Hodopo	Podhāno
Altia	Khadonga	Ponda
Appoto	Khondualo	Porichchha
Arukho	Koro	Porida
		Posupāloko
Bakshi	Lenka	Poti
Bāriko		Prida
Bārtia	Mahānkudo	
Behara	Mahānti	Rāulo
Bhonlo	Mahāpātro	Rāuto
Bhunya	Maharona	Rona
Bissōyi	Mahartha	Ronosingi
Biswālo	Majhi	Rotho
Boithāru	Mali	
Borādo	Mehekāpo	Sāboto
Bromha	Misro	Sāhani
	Mohonto	Sāhu
Chitiokāro	Moliko	Sāmonto
Chompātira	Muli	Sāmontora
Chorch	Muni	Sānto
Chowdhori		Santra
	Nahako	Senāpoti
Dakua	Naiko	Setti
Dangua	Neppāko	Sing
Dās	Nondo	Sio
Dāso	Pādhi	Sodongi
Dobāi	Palla	Sotoposti
Dolāi	Pālo	Subudhi
Dolobehara	Paltasingi	Swayi
	Pāni	
Ghonto	Pānigrāhi	Torai
Gontāto	Patnaik	Tripathi
Gowdo	Pātro	Tyādhi

MUSSALMAN NAMES.

A'azam 'Alī	Amīn-ud-dīn	'Aasim Husain
A'azam Husain	Amīn-ul-lah	'Aasim Khān
A'azam Jāh	Amīr Ahmad	'Aashiq Ahmad
A'azam Sāhib	Amīr 'Alī	'Aashiq 'Alī
Abā-Bakar	Amīr Hasan	'Aashiq Husain
Abu-'abd-ul-lah	Amīr Husain	'Abbās 'Alī
Abu-Bakar	Amīr-ud-dīn	'Abbās Husain
Abu-Muhammad	Amīr-ul-lah	'Abbās, Saīyid
Abu-Tāhīr	Amjad 'Alī	'Abd-ul-ahad
Abu-Tāyīb	Amjad Husain	'Abd-ul-'alī
Abu-Turāb	Ansar 'Alī	'Abdul-ul-'alīm
Abul-Hasan	Ansar Sāhib	'Abd-ul-'allām
Adam Khān	Ansar-ud-dīn	'Abd-ul-'azīm
Adam Saī	Anwār Ahmad	'Abd-ul-'azīz
Afsar Husain	Anwar 'Alī	'Abd-ul-bāqī
Afsar Jang	Anwar Husain	'Abd-ul-bari
Aftāb Ahmad	Anwar, Muhammad	'Abd-ul-basīt
Afzāl Ahmad	Anwar Sāhib	'Abd-ul-ghaffār
Afzal Husain	Anwar-ud-dīn	'Abd-ul-ghafūr
Agha Khān	Anwār-ud-dīn	'Abd-ul-ghani
Ahl-ul-lah	Anwār-ul-lah	'Abd-ul-hādī
Ahmad 'Alī	Aīshad Ahmad	'Abd-ul-hafīz
Ahmad Bādshāh	Asad Ahmad	'Abd-ul-haī
Ahmad Bakhsh	Asad 'Alī	'Abd-ul-hakīm
Ahmad Hasan	Asad Husain	'Abd-ul-halīm
Ahmad Husain	Asad-ul-lah	'Abd-ul-hamīd
Ahmad Kabīr Sāhib	Asaf 'Alī	'Abd-ul-haq
Ahmad Muḥī-ud-dīn	Asaf Jāh	'Abd-ul-hannān
Ahsan-ud-dīn	Asghar Ahmad	'Abd-ul-jabbār
Ahsan-uz-zamān	Asghar 'Alī	'Abd-ul-jalīl
Aīyūb 'Alī	Asghar Husain	'Abd-ul-jamīl
Aīyūb Khān	Ashraf 'Alī	'Abd-ul-karīm
Aīmal Khān	Ashraf Husain	'Abd-ul-khālīq
Akbar 'Alī	Asmān Jāh	'Abd-ul-lah
Akbar Husain	Athar 'Alī	'Abd-ul-lah Husain
Akbar Jang	Athar Husain	Bādshāh
Akhgar Husain	Auliya Sāhib	'Abd-ul-latīf
Akhtar Ahmad	Azhar Husain	'Abd-ul-majīd
Akram 'Alī	'Aabid 'Alī	'Abd-ul-mālīk
Allāhdād Khān	'Aabid Husain	'Abd-ul-mannān
Altāf Ahmad	'Aali Jāh	'Abd-ul-muhymin
Altāf Husain	'Aaql Ahmad	'Abd-ul-mu'īz
Altāf Rasūl	'Aaql 'Alī	'Abd-ul-mumin
Amānat 'Alī	'Aarif 'Alī	'Abd-ul-mun'im
Amānat-ul-lah	'Aarif Husain	'Abd-ul-qadīr
Amīn Ahmad	'Aasim 'Alī	'Abd-ul-qādir, Bangi

'Abd-ul-qādir,
Muhammad,
Quraishī
'Abd-ul-qayyūm
'Abd-ul-quddūs
'Abd-ul-wadūd
'Abd-ul-wahhāb
'Abd-ul-wāhib
'Abd-ul-wāhid
'Abd-ul-wājīd
'Abd-ul-walī
'Abd-ul-wārs
'Abd-ul-wāsi
'Abd-ur-rab
'Abd-ur-rahīm
'Abd-ur-rahmān
'Abd-ur-rashīd
'Abd-ur-raūf
'Abd-ur-razzāq
'Abd-us-salām
'Abd-us-samad
'Abd-us-sattār
'Abd-us-subhān
'Abd-ush-shukūr
'Ala-ud-dīn
'Alī Abbās
'Alī Ahmad
'Alī Akbar
'Alī Haidar
'Alī Hasan
'Alī Husain
'Alī Mazhar, Hāfiz
'Alī Miān
'Alī Muhammad
'Alī Naqī
'Alī Taqī
'Alī-ud-dīn
'Alīm-ud-dīn
'Alīm-ul-lah
'Askar 'Alī
'Askar Husain
'Askari Mirza
'Atā Muhammad
'Atā-ul-lah
'Atā-ur-rahmān
'Atā-ur-rasūl
'Azīm-jāh
'Azīm-ud-daulah
'Azīm-ud-dīn

'Azīz Ahmad
'Azīz 'Alī
'Azīz Mirza
'Azīz-ud-dīn Husain
'Azīz-ul-lah, Muham-
'Azīz-ul-mulk [mad
'Azmat Husain
'Azmat-ul-lāh

Bāba Miān
Bābu Sāhib
Baday Sāhib
Bad'ī-ud-dīn
Bad'ī-ul-lah
Bad'ī-uz-zamān
Badr-ī-'alam
Badr-ud-dīn
Badr-uz-zamān
Bādshāh Husain
Bādshāh Miān
Bādshāh Pīr
Bahā-ud-dīn Sāhib
Bahzād Khān
Bakhsh-ī-'Alī
Bakhshish 'Alī
Bakhshu Miān
Bandah-Nawāz
Bandī 'Alī
Bāqir 'Alī
Bāqir Husain
Barakkat 'Alī
Barakkat-ul-lah
Bashārat Ahmad
Bashārat 'Alī
Bashārat Husain
Bashārat-ul-lah
Bashīr Ahmad
Bashīr-ud-daulah
Bashīr-ud-dīn
Bazl-ul-lah [mad
Bēg, Mirza Muham-
Bismillāh Sāhib
Burhān-ud-dīn,
Sariyid

Chanda Miān
Chānd Bādshāh
Chandu Miān
Chirāgh-ud-dīn
Chirāuh 'Alī

Dāda Miān
Dāday Khān
Dātā Ganj Bakhsh
Dāūd
Dāūd 'Alī
Dāūd Khān
Dīn Ahmad
Dīwān 'Alī
Dīwān Sāhib

Fahīm Ahmad
Fahīm 'Alī
Fahīm-ud-dīn
Fāiq Ahmad
Fāiq 'Alī
Faiyāz 'Alī
Faiyāz Husain
Faiyāz-ud-dīn
Faiz-ī-Rasūl
Faiz-ud-dīn
Faiz-ul-lāh
Fākhīr Ahmad
Fakhr-ud-dīn
Fakhr-ul-islām
Fakhr-ul-mulk
Falāh-ud-dīn
Faqīr Ahmad
Faqīr-ud-dīn
Farīd Sāhib
Farīd-ud-dīn
Fasāhat 'Alī
Fasāhat Husain
Fasīh Ahmad
Fasīh-ud-dīn
Fasīh-ul-mulk
Fath-ī-Ahmad
Fath-ī-'Alī Shāh
Fath-ud-dīn
Fattāh Husain
Fāzil Ahmad
Fazl-Ahmad
Fazl-ī-Husain
Fazl-ī-Nabī
Fazl-ī-Rasūl
Fazl-ud-dīn
Fazl-ul-lah
Fazl-ur-rahmān
Gauhar 'Alī
Ghaffār 'Alī

Ghaffār Husain
 Ghaffār Khān
 Ghaffār Muhi-ud-dīn
 Ghaffār Sāhib
 Ghafūr Ahmad
 Ghafūr 'Alī
 Ghafūr Sāhib
 Ghayās-ud-dīn
 Ghālib 'Alī
 Ghaūs 'Alī
 Ghaūs Pirān
 Ghazanfar 'Alī
 Ghazanfar Husain
 Ghāzī-ud-dīn
 Ghulām Ahmad
 Ghulām 'Alī
 Ghulām Dastgīr
 Ghulām Ghaūs
 Ghulām Haider
 Ghulām Hasan
 Ghulām Husain
 Ghulām-ı 'Abbās
 Ghulām Jilānī
 Ghulām Mahmūd
 Ghulām Maula
 Ghulām Muhammad
 Ghulām Muhammad
 J'afar
 Ghulām Muhi-ud-dīn
 Ghulām Muṭṭabā
 Ghulām Murtaza
 Ghulām Mūsā Riza
 Ghulām Mustafa
 Ghulām Nabī
 Ghulām Naqī
 Ghulām Qādir
 Ghulām Rasūl
 Ghulām Samadānī
 Ghulām Taqī
 Ghulām-us-saqalain
 Gulāb Khān
 Gul Muhammad
 Gulshan 'Alī Shāh
 Gulzār 'Alī Shāh
 Habib 'Alī Shāh
 Habib-ud-dīn
 Habib-ul-lah
 Habib-ur-rahmān

Hādī 'Alī
 Hādī-ud-dīn
 Hafīz-ud-dīn
 Hafīz-ul-lah
 Haider 'Alī
 Haider Husain
 Haiyāt Bādshāh
 Hājī Bādshāh
 Hākīm 'Alī
 Hākīm-ud-daulah
 Hakīm-ud-dīn
 Hālīm-ud-dīn
 Hāmīd Ahmad
 Hāmīd 'Alī
 Hamīd Hasan
 Hāmīd Husain
 Hāmīd Muhi-ud-dīn
 Hāmīd Sāhib
 Hamīd-ud-dīn
 Hamīd-ul-lah
 Hāmīd-ul-lah
 Hamzah 'Alī
 Hamzah Husain
 Haqqānī Sāhib
 Hāris 'Alī
 Hārūn Sāhib
 Hārūn Saif
 Hasan 'Abd-ul-lah
 Hasan 'Alī
 Hasan 'Ata-ul-lah
 Hasan Muhi-ud-dīn
 Hasan Raza
 Hasan-uz-zamān
 Hāshim 'Alī
 Hāshim Husain
 Hāshim Muhi-ud-dīn
 Hāshim Pirān
 Hashmat 'Alī
 Hashmat Husain
 Hazrat Bādshāh
 Hazrat Pirān
 Hidayat Ahmad
 Hidayat 'Alī
 Hidayat-ul-lah
 Hikmat-ul-lah
 Himāyat 'Alī
 Himāyat Husain
 Himāyat-ud-dīn

Himmat 'Alī
 Himmat Husain
 Himmat-ud-dīn
 Husain Ahmad
 Husain 'Alī
 Husain Khan
 Husaini Pirān
 Husain-ud-dīn
 Ibrāhīm 'Alī
 Ibrāhīm Husain
 Ibrāhīm Khān
 Ibrāhīm Sāhib
 Iftikhār 'Alī
 Iftikhār Husain
 Ihsān 'Alī
 Ihtishām 'Alī
 Ihtishām Husain
 Ihtishām-ud-dīn
 I'tibār 'Alī Shāh
 I'tibār-ud-daulah
 I'zāz Ahmad
 I'zāz Alī
 I'zāz Husain
 Ikram 'Alī
 Ikram Husain
 Ilāhdād Khān
 Ilāh Dīn
 Ilāhī-Bakhsh
 Ilāhī-Bakht
 Imām 'Alī
 Imām Muhi-ud-dīn
 Imām Sāhib
 Imām-ud-dīn
 Imdād Ahmad
 Imdād 'Alī
 Imdād Husain
 Intizām 'Alī
 Intizām-ud-dīn
 Iqān 'Alī Shāh
 Iqbāl Ahmad
 Iqbāl 'Alī
 Iqbāl Husain
 Irtiza 'Alī
 Irtiza Husain
 Is-hāq Ahmad
 Is-hāq Sāhib
 Is-hāq Saif
 Ismā'il 'Alī

Ismā'il Husain
 Ismā'il Khān
 Isma'il Saït
 Ismā'il Saït
 'Ibād-ul-lah
 'Imād 'Alī
 'Imād-ud-dīn
 'Ināyat Ahmad
 'Ināyat 'Alī
 'Ināyat Husain
 'Ināyat-ul-lah
 'Irfān 'Alī
 'Ishrat 'Alī
 'Ishrat Husain
 'Izzat Ahmad
 'Izzat Husain
 'Izzat Nabī
 'Izzat Rasūl
 'Iz-zud-dīn
 Jabbār 'Alī Shāh
 Jabbār Husain
 Jābir 'Alī
 Jābir Husain
 J'afar 'Alī
 J'afar Husain
 J'afar Muhi-ud-dīn
 Bādshāh
 Jahandār Shāh
 Jalāl-ud-dīn
 Jalāl-ul-lah Shāh
 Jalil Ahmad
 Jalil Hasan
 Jama'at 'Alī Shāh
 Jama'at-ul-lah Shāh
 Jamāl-i-Rasūl
 Jamāl-ud-dīn
 Jamāl-ul-lah Shāh
 Jamil Ahmad
 Jamil Husain
 Jānī Bādshāh
 Jānī Miān
 Jān Muhammad
 Jannat Husain
 Jān-ul-lah Shāh
 Jasārat Husain
 Jauhar 'Alī Khān
 Jawāhir Husain
 Jawwād 'Alī

Jawwād Husain
 Jināyat Husain
 Kabīr-ud-dīn
 Kafālat Husain
 Kafil Ahmad
 Kalim Ahmad
 Kalim-ul-lah
 Kāmal-ud-dīn
 Kamāl-ul-lah Shāh
 Kamil Husain
 Karāmat 'Alī
 Karāmat Husain
 Karamat-ul-lah
 Karīm Khān
 Karīm Muhi-ud-dīn
 Karīm-ud-dīn
 Karīm-ul-lāh
 Karīm-ul-lah Shāh
 Kāzīm 'Alī
 Kāzīm Husain
 Khādīm 'Alī
 Khādīm Husain
 Khairāt 'Alī
 Khairāt Husain
 Khair-ud-dīn
 Khālid Ahmad
 Khālil Ahmad
 Khalil-ul-lah
 Khitābat Khān
 Khuda Bakhsh
 Khuda-dād-Khān
 Khuda Dost
 Khurram 'Alī
 Khurshīd Ahmad
 Khwājah Husain
 Khwājah Khān
 Khwājah Muhi-ud-
 Khwājah Pīrān [dīn
 Lāiq 'Alī
 Lāiq Husain
 Lāiq-ud-dīn
 Lālī Wālī Saït
 • Latif Husain
 Latif Qādir Ahmad
 Līyāyat 'Alī
 Līyāqat Husain
 Lutf-l-'Alī

Lutf-i-rasūl
 Lutf-ul-lah, Muham-
 mad
 Lutf-ur-rahmān
 Mabrūr Ahmad
 Mabrūr 'Alī
 Maddāh Husain
 Mafakh-khar-Husain
 Mahābat Khān
 Mahbūb 'Alī
 Mahbūb Bādshāh
 Mahbūb Husain
 Mahbūb Khān
 Mahbūb Pīrān
 Mahdī 'Alī
 Mahdī Hasan
 Mahdī Husain
 Māhīr 'Alī
 Mahmūd 'Alī
 Mahmūd Hasan
 Mahmūd Husain
 Mahmūd Khān
 Māil Sāhib
 Mājīd 'Alī
 Mājīd Husain
 Mājīd Khān
 Mājīd-ud-dīn
 Makhdūm Husain
 Makhdūm Pīrān
 Malik Bādshāh
 Malik Maulāna Sāhib
 Malik Muhi-ud-dīn
 Mansūr Ahmad
 Mansūr 'Alī
 Mansūr Husain
 Manzūr Ahmad
 M'arūf 'Alī
 Manzūr Husain
 Maqbūl Ahmad
 Maqbūl 'Alī
 Maqbūl Husain
 M'arūf 'Alī
 M'arūf Sāhī
 Masīh-ud-dīn
 Masīh-uz-zamān
 Maslah-ud-dīn
 Mas'ūd Ahmad
 Mas'ūd 'Alī

Maudūd Ahmad
 Maudūd 'Alī
 Maula Bakhsh
 Maula Husain
 Maulāna Sāhib
 Mazar-ul-lah
 Mazhar Ahmad
 Mazhar 'Alī
 Mazhar Husain
 Mazhar-ud-dīn
 Mazhar-ul-haq
 Miftāh-ud-dīn
 Mīhr 'Alī
 Mīhr-ud-dīn
 Mīhr-ul-lah
 Mīnhāj-ud-dīn
 Mīnhāj-ul-lah
 Mīsbāh-ud-dīn
 Mīsbāh-ul-lah
 Mubārak 'Alī
 Mubash-shir-Husain
 Muhib 'Alī
 Muhib Husain
 Muhī-ud-dīn
 Muhī-ud-dīn Ahmad
 Mu'in-ud-dīn
 Mu'iz-ud-dīn
 Mujāhid-ud-dīn
 Muṭṭaba 'Alī
 Muṭṭaba Husain
 Munawwar Husain
 Munīr Muhammad
 Munīr-ud-dīn
 Muqtadir Husain
 Murtaza 'Alī
 Murtaza Husain
 Mushtāq Ahmad
 Mushtāq Hasan
 Mushtāq Husain
 Mustafa 'Alī
 Mustafa Husain
 Mutahhar 'Alī
 Muzaffar Ahmad
 Muzaffar Husain
 Muzammil Husain
 Muzammil-ul-lah
 Nabī-Husain
 Nabī-ul-lah

Nadīm-ul-lah
 Nādir 'Alī
 Na'im-ud-dīn
 Na'im-ul-lah
 Najm-ud-dīn
 Najm-ul-huda
 Nāna Miān
 Nāsir Ahmad
 Nāsir 'Alī
 Nāsir Husain
 Nāsir-ud-dīn
 Nāsir-ud-dīn
 Nasr-ud-dīn
 Nawāzish 'Alī
 Nāzīm 'Alī
 Nazir Ahmad
 Nazir 'Alī
 Nāzır 'Alī
 Nazir Husain
 Nāzır Husain
 Nāzır-ud-dīn
 Nazir-ud-dīn
 N'imat-ul-lah
 Nisār Ahmad
 Nisāi 'Alī
 Nisār Husain
 Niyāz Ahmad
 Niyāz Husain
 Nizām 'Alī
 Nizām-ud-dīn
 Nudrat Ahmad
 Nudrat 'Alī
 Nudrāt Husain
 Nūr Ahmad
 Nūr 'Alī
 Nūr Muhammad
 Nūr-ud-dīn
 Nūr-ul-husnain
 Nūr-ul-lah
 Nusrat 'Alī
 Nusrat-ul-lah
 Pāchhu Miān
 Pahalwān Sāhib
 Pīr Ahmad
 Pīr Pādshāh
 Pīran Sāhib
 Pīrū Miān

Qābul-ud-dīn
 Qādir Ahmad
 Qādir 'Alī
 Qādir Husain
 Qādir Nawāz
 Qāim 'Alī
 Qāsım 'Alī
 Qiwām-ud-dīn
 Qubul Ahmad
 Qudrat Ahmad
 Qudrat 'Alī
 Qudrat 'Azīz
 Qudrat Halīm
 Qudrat Nabī
 Qudrat Rasūl
 Qudrat-ul-lah
 Quyyūm 'Alī
 Qumar 'Alī
 Qumar-ud-dīn
 Qumbar 'Alī
 Qurbān 'Alī
 Qurbān Husain
 Qutb-ud-dīn
 Rafī'i 'Alī
 Rafī'i-ud-dīn
 Rafī'i-ul-mulk
 Rahat 'Alī
 Rahat Husain
 Rahīm 'Alī
 Rahīm Khān
 Rahīm-ud-dīn
 Rahīm-ul-lāh
 Rahmān 'Alī
 Rahmān Husain
 Rahmān Khān
 Rahmat 'Alī
 Rahmat Husain
 Rahmat-ul-lah
 Raja Miān
 Rajjab 'Alī
 Ramzān Khān
 Rasūl Khān
 Rauf Ahmad
 Raza 'Alī
 Raza Husain
 Raza Khān
 Rif'at Ahmad
 Rif'at 'Alī

Rıyâz Ahmad
Rıyâz 'Alı
Rıyâz-ud-dîn
Rustam 'Alı

S'aadat 'Alı
Sâbit 'Alı
Sâdıq 'Alı
Sâdıq Husain
Sadr-ud-dîn
Sadr-ul-Islâm
S'ad-ud-dîn
S'ad-ul-lah
Safdar 'Alı
Safdar Husain
Safi-ud-dîn
Safi-ul-lah
Sa'id 'Alı
Sa'id-ud-dîn Sâhib
Saif-ud-dîn
Saiyid Muhammad
Sajjâd 'Alı

Sajjâd Husain
Sakhâwat 'Alı
Sakhâwat Husain
Salâh-ud-dîn
Salâmat 'Alı
Salâmat-ul-lah
Salih-ud-dîn
Salim Bakhsh
Salim-ud-dîn
Samı'ı-ul-lah
Samsâm 'Alı
Samsâm-ud-dîn
Sanâ-ul-lah
Sardâr 'Alı
Sardâr Khân
Sarfarâz Husain
Sarwat Sâhib
Sarwat Ahmad
Sarwat Husain
Saulat Husain
Shabbîr Husain
Shafi'ı-ud-dîn
Shafi'ı-ul-lah
Shams-ud-dîn
Sharf Ahmad
Sharf 'Alı
Sharf-ud-dîn

Sharif, Muhammad
Shaukat Ahmad
Shaukat 'Alı
Shaukat Husain
Shujâ'a-ud-dîn
Siddiq Hasan
Siddiq Husain
Silah-ud-dîn
Sırâj-Ahmad
Sırâj-ud-dîn
Sıyânât 'Alı
Subhân 'Alı
Sufyân 'Alı
Sulaimân Alı
Sulaimân Khân
Sultân Ahmad
Sultân Alı
Sultân Husain
Sultân Mahmûd
Sultân Muhammad
Sultân Muhi-ud-dîn

Tafazzul Ahmad
Tafazzul Husain
Tâha Husain
Tâha Sâhib
Tâhir Alı
Tâhîr Husain
Tâib 'Alı
Tajammul Husain
Tâj-ud-dîn Sâhib
Talâwat 'Alı
Tâlib 'Alı
Tâlib Muhi-ud-dîn
Tamîm Ahmad
Tamîm Muhi-ud-dîn
Tasadduq Husain
Taufiq Husain
Tuiâb 'Alı
Turâb Husain
Turâb Khan Sâhib

'Ubâid-ul-lah, Mau-
'Umar 'Alı [lavi
'Umar Khân
'Umar Sâhib
'Usmân 'Alı
'Usmân Khan
'Usmân Sâhib

Wâdud Ahmad
Wâdud Khân
Wâhid 'Alı
Wâhid Sharif
Wâhid-ud-dîn
Wajâhat Husain
Wajid 'Alı
Wajid Husain
Wajih-ud-dîn
Walı Ahmad
Walı Muhammad
Walı-ud-dîn
Walı-ul-lah
Wası Ahmad
Wası 'Alı
Wası-ud-dîn
Wazîr 'Alı
Wazîr-ud-dîn
Wilâyat Ahmad
Wilâyat 'Alı
Wilâyat Husain
Wilâyat-ul-lah

Yad-ul-lah Husain
Yahya Husain
Yahya Muhi-ud-dîn
Yahya Sâhib
Y'aqûb 'Alı
Y'aqûb Hasan
Y'aqûb Husain
Y'aqûb Sâhib
Yasin 'Alı
Yasîn Sâhib
Yûnus 'Alı
Yûnus Khân
Yûnus Sait
Yûsuf 'Alı Sâhib
Yûsuf Husain
Yûsuf Mirza

Zafar 'Alı
Zâhid Ahmad
Zâhid Husain
Zahîr Ahmad
Zahîr Hasan
Zahîr-ud-dîn
Zaigham 'Alı
Zain-ud-dîn
Zain-ul-'aâbidîn
Zâkir Ahmad

Zākır 'Alī, M'utamīd	Zāmin Ahmad	Zīya-ul-hasan
Zākır Husain	Zāmīn 'Alī	Zuhūr Ahmad
Zakrīya Ahmad	Zāmīn Husain	Zuhūr 'Alī
Zakrīya Husain	Zamzam 'Alī	Zuhūr-ud-dīn
Zakrīya Saīd	Zīya-ud-dīn	Zuhūr-ul-lah

MAPPILLAS.

Abu	Baduvan	Ibrāhīm Kuttī
Abu Bakā Kunhī	Baittāh	Idrīs
Adāmī	Baittān Kuttī	Imbichchī
Adīma	Bamban	Imbichchī Ahmad
Adiyān Kuttī	Bambankunhī	Imbichchī Kōya
Ahmad Kōya	Bappan	Is-hāq
Ahmad Kunhī	Bappan Kōya	Ismā'il
Ahmad Kuttī	Bappan Kuttī	Ismā'ilī
Aidru	Bappottī	Ismā'iluttī
Aidrumān ('Abd-ul-rahmān)	Bāyan	'Isa
Aidrumān Kuttī	Bāyankōya	'Issu
Ajjuttī	Bāyankuttī	'Issuttī
Alippī	Bīrān	J'afar
Amānat	Chadayan	J'afar Kuttī
Amānat Kuttī	Chadayan Kuttī	Jamāl
Ammu	Chekkōn	Kamāl
Ammu Kuttī	Chēkku	Kamālī
Assainār (Hasan)	Chēkkuttī	Kamāl Kuttī
Atla Kōya	Chokkrān	Kammū
Attan (Hasan)	Chokkrān Kuttī	Kammū Kuttī
Avadaluttī	Dāū	Kōya
Avarān	Dāūd	Kōya Kunhī
Avarān Kōya	Dawood Sahīb	Kōya Kuttī
Avarān Kuttī	Dayinān	Kōyāma
Avaru	Faīd	Kōyāmu
Ayammad (Ahmad)	Haīdar	Koyapparī
'Abbās	Haīdross	Kōyōttī
'Abdu	Hakīm	Kunhālan Kuttī
'Abd-ul-lah Kōya	Hamīd	Kunh 'Alī
'Abd-ul-lah Kunhī	Hamza	Kunh 'Alī Kōya
'Abd-ul-lah Kuttī	Harūa	Kunh 'Alī Kuttī
'Alavī	Hasan	Kunhāmaduttī
'Alī 'Ammu	Hasan bin Sayīd	Kunhāmī
'Alī Kōya	Ahmad J'afarī	Kunhāmmottī
'Alī Kuttī	Hasan Kōya	Kunhāmū
'Alī Yār	Hasan Kunhī	Kunhavarān
Bābā	Hasan Kuttī	Kunhavulla
Bābāchchī	Hāshīmī	Kunhī Bāchchī
Bābōttī	Hassu	Kunhī Chekkōn
Bābu	Hāttīm	Kunhī Chēkku
Bāchchīg	Ibrāhīm Kōya	Kunhī Kamāl
Bāchchuttī	Ibrāhīm Kunhī	Kunhī Kuttī 'Alī
Bāduttī		Kunhī Makki
		Kunhī Muhī-ud-dīn
		Kunhī Mūsā

Kunhi Pakkar	Muhammadi	Qādir Kutti
Kunhi Pakki	Muhammad Kōya	Qādir Kōya
Kunhi Palli	Muhammad Kunhi	Qādir Kunhi
Kurhi Pāri	Muhammad Kutti	Qambar
Kunhi Qādiri	Muhī-ud-dīn	Qāsīm
Kunhi Qalandan	Muhī-ud-dīn Kutti	Qāsīmī
Kunhi Sā	Mukārī	
Kunhi Sūdi (Kunhi	Mumm 'Alī (Muham-	Sābān
Sithi)	Mūssa [mad 'Alī)	Sābān Kutti
Kunhi Tūppar	Mūssān	S'aid
Kutti 'Alī	Mūssān Kutti	S'aidī
Kutti Ammu	Muttu Kōya	S'aidī Kutti
Kutti 'Atta		Sirayān
Kutti Hasan	Nādir Shāh	Sow
Kuttū	Nūrāyan	Sulaimān
Kuttūssa		Sulaimān Kutti
	Pakkar	Sultān
Madār	Pakkar Kutti	Sūppi
Makkāchchi	Pakkarmār	Sūppi Kutti
Makki	Pakki	
Mākkutti	Pakkīma	Taruvai
Mammassan Kutti	Pakkū	Taruvai Kutti
Mammassan (Mu-	Pakran	Thūppar
hammad Hasan)	Pakran Kutti	
Mammāvu	Pakrōtti	Ukkas
Mammī	Palli	Uppi
Mammī Kunhi	Palli Kutti	Uppi Kutti
Mammī Kutti	Paī Kutti	'Umar
Mammū	Parīma	'Umar Kōya
Mammunhi	Paryyāyī	'Umar Kutti
Māmū	Pourān	'Usmān
Māmū Kunhi	Pourkōya	'Usman Kōya
Marakkār		'Usmān Kutti
Mashhūr	Qalandar	
Māyan	Qalandar Kōya	Vīrān
Māyan 'Alī	Qalandar Kunhi	Vīrān Kōya
Māyan Kutti	Qalandar Kutti	Vīrān Kunhi
Moidu	Qalandu	Vīrān Kutti
Mubārak	Qādir	Virāvū
Muhammad	Qādiri	Y'aqūb
		Yūsuf

MARAKKĀYARS.

(Except for those indicated by * the word Marakkāyar is affixed to all)

Abdul Husain Marakkāyar	Chinnappa Rāvutar *	Jailān Marakkāyar
Abubakar Lebbai		Jailān Sāhib [tar *
Sāhib		Jamāl Naina Rāvut-
Abu Faqīr (Abu-	Dāūd Muhī-ud-dīn	Janāid Marakkāyar
Ahmad Fazil [bakar)	Dhanan Marakkāyar	
Ahmad Sāhib	Dīwān Sāhib	Kamāl Kuttī
Allapichchai	Eksanjī Ghani	Kannu Marakkāyar
Ashru	Esa Marakkāyar	Karīm Sāhib
'Abbās		Kattai Pillai
'Abd-ul-'alī	Faqīr Bāchcha	Kattai Vāva
'Abd-ul-kudha	Faqīr Lebbai	Kattuva
'Abd-ul-lah Sāhib	Faqīr Matan	Kithru Pillai
'Abd-ul-muhammīn	Faqīr Muhī-ud-dīn	Kōsī Muhammad
'Abd-ul-mujīb	Faqīr Pichchai	Kōya Marakkāyar
'Abd-ul-qāsīm		Kunchalī
'Abd-ul-quddus *	Ghaūs Marakkāyar	Kunhālīkōya
'Abd-ul-shahīd	Ghaūs Pichchai	Kunju Marakkāyar
'Abd-ul-shrif	Ghaūs Sāhib	Kuppai Pillai
'Abd-ul-shifa		Kuppaitambi
'Abd-ul-siddiq	Habīb Husain	Lāl Bācha
'Abd-ul-wadūd	Habīb Sāhib	Latif Ghani
'Alī Pillai	Habīb Sultān	Lebbai Ghani
'Alīyar Marakkāyar	Haider Sāhib Rāvut-	Lebbai Kuttī
'Azmat Ibrāhīm	Hajī Madar [tar *	Levvai Naina
	Hajī Muhammad	Levvai Tambi
Bāba Marakkāyar	Hamīd Sāhib	Lichai Kunhi
Bādshāh Muhī-ud-	Hamza Marakkāyar	Lichai Sāhib
Bāpanna [dīn	Hasana Tambi	
Bāppan *	Hasan Sāhib	Madār Muhī-ud-dīn
Bāpu Marakkāyar	Husain Sāhib	Madina Sāhib
Bāpu Tambi		Maina Pillai
Baqar Muhammad *	Ibrāhīm Ghani	Makhdūm Sāhib
Bāvā Sāhib	Ibrāhīm Kuttī	Makka Rāvuttar
Bāvājī *	Ibrāhīm Mastān	Mastān 'Alī
Burhān Kōya	Ibrāhīm Naina	Maula Sāhib
Burhān Sāhib *	Ibrāhīm Sāhib	Mina Muhammad
	Ilyās Marakkāyar	Mīlān Ghani
Chanda Sāhib Ravut-	Imām Sāhib	Mira Pillai
Chinnaghani [tai *	Imbichchi Kōya	Mira Sāhib
Chinna Ghani	Is-hāq Marakkāyar	Miskīn Faqīr
Chinna Marakkāyar	Is-kandar	Muallim
Chinna Pillai	Is-mā'il	Mubārak Sāhib
Chinna Pīr Sa	Ismā'ilji	Muhammad 'Abd-ul-
Chinna Tambi	Ismā'il Levvai	Mutallib
Chinna Vāpu	Ismā'il Sāhib	Muhammad 'Kalifa

Muhammad Levvai	Ojin	Sawari Muhī-ud-dīn
Tambi	Oliam	Sevatha Vappa
Muhammad Maryam	Ovvaisqarni	Shāh-ul-hamīd
Muhammad Mirām		Shaikh
Gudu	Pathu Kutti	Shaikh Adiyar
Muhammad Naina	Periya Tambi	Shaikh Ismā'il 'Alī
Maula	Periya 'Umar Rāvut-	Shaikh Madār
Muhammad Naina	Pichehai Ghanī [tar *	Shaikh Saiyidulla
Tambi	Pichehai Tambi	Shukur
Muhammad Ovvais-	Pir Pahlwān	Siddiq Kamāl
qarni	Pir Pichehai	Siddiq Sāhib
Muhammad Sāhib	Pūkōya	Sikandar Abbas Rāv-
Muhammad Shaikh	Pulavar Rāvuttai	uttar *
Qādir	Pulikutti	Sikandar Muhī-ud-
Muhammad Sultān	Puttuvitta	Sinī [dīn
Muhammad Tambi		Sithik Muhammad
Muhī-ud-dīn Levvai	Qādir Bhoi	Sulaimān Levvai
Tambi	Qādī Ghaūs	
Muhī-ud-dīn Pich-	Qādī Pichehai	Tambi Sāhib *
Muna Pillai [chai	Qādir Shaikh 'Alī	
Mūsa Abu Bakī	Qādī Sultān	Ummichehi Koya
Muttu Ghanī	Qāsīm Muhammad	Uppi Kutti *
Muttu Pillai	Qāsīm Pichehai	'Umai Kutti *
Muttu Tambi	Qāsīm Sāhib	'Umar Tambi *
Muzaffar Rāvuttar *		'Uthmānjani
	Rasūl Ghanī	'Uthmān Lebbai
	Rasūl Pichehai	'Uthmān Sāhib *
Nāgur		
Nāgur Pichehai	Sāhib Ghanī	Valisa
Nahī Kōya	Sāhib Marakkāyar	Vallayappa
Naina Muhammad	Sāhib Tambi	Vāpuchi
Naina Pillai	Saiman Levvai	Varisai Ibrāhīm *
Nakhuda	Sāiyid Levvai	Varisai Levvai *
Nalla Abu Bakr	Sāiyidul Ghafūr	Varisai Muhammad *
Nalla Ghanī	Saiyid-ul-lah	Varisai Muttu
Nanna Bhoi	Sālih	Rāvuttar *
Nathad Sāhib	Sālih Pillai	Varisai Rāvuttar *
Nursahib	Sāmu	
Ochin Said	Sāmunainūr	Zain-ud-dīn
Ochitambi	Samu Tambi	Zakiriya

Generic names should be separated from the personal names instead of joining the two names by 'sandhi' even if they begin with a vowel as in some Brahman generic names. This is necessary to avoid confusion in cases like Subbayya and Subba Ayyar.

Achārya to be used for Brahman names, and Āsārī for non-Brahmans.

The term 'Tātāchārya' is a surname and should not be split up into 'Tata Chari'.

With generic names in case of doubt as to the use of the plural or singular, such as 'Nadar,' 'Udayar,' etc., the spelling preferred by the bearer of the name to be followed.

For the spelling of names of towns, etc., occurring with personal names, follow the rules laid down for the names of places.

Personal names and not generic names are to be adopted for indexing purposes in the same way that surnames are used in the case of Europeans.

The spelling of signatures of higher officials, members of Legislative and municipal councils, district boards and private persons affixed to important papers, minutes, petitions, etc., may be followed, though the official spelling is always adopted for the headings, etc.

PLACE NAMES, MADRAS PRESIDENCY.

Names of places—The following list contains in alphabetical order for ready reference the authorized spelling of the more important places in the Madras Presidency. The spelling in the latest edition of the "Alphabetical list of villages, taluks and districts of the Madras Presidency," should be followed for other places not in this list (except in publications for which a special system is sanctioned in preference to the spelling adopted in the Imperial Gazetteer). For place names in the Presidency appearing in neither list the transliteration table should be adopted.

(The abbreviations between parentheses indicate the districts as follows: An = Anantapur, Bel = Bellary, Ch = Chingleput, Cht = Chittoor, Co = Coimbatore, Cud = Cuddapah, E Go = East Gōdāvarī, Gan = Ganjām, Gun = Guntūr, Kīs = Kistna, Kur = Kuinool, Mad = Madras, Ma = Madura, Mal = Malabar, Nel = Nellore, Nil = Nīlgiris, N A = North Arcot, Ra = Ramnad, Sa = Salem, S A = South Arcot, S K = South Kanara, Tan = Tanjore, Tin = Tinnevely, Tri = Trichinopoly, Vizag = Vizagapatam, W Go = West Gōdāvarī, D = District, G = Ghaut, H = Hill, I = Inam, J = Jaghīr, M = Malukdārī, P = Port, P S = Police station, R = River, T = Taluk, Z = Zamindārī.)

Acharapākkam (Ch)	Alūr (Gun)	Angādippuram
Achchandavittan	Ālūr T (Bel)	Animūr Z. (Sa)
Achchankuttappattī	Alvār Tirunagarī	Anjengo D, P
Adamankottai P S	Amalāpuram T	Ankusagiri Z (Sa)
Addanki (Gun)	(E Go)	Annadānapattī (Sa)
Addatigala P S	Amancharla P S	Annātippuram (Mal)
Adichanallūr (Tin)	Amarapuram P S	Annayaram P S
Adirāmpatnam	Amarāvati R (Co)	Annur P S
(Tan)	Ambarapēta Z	Anttāpura (Bel)
Adiyakkamangalam	(W Go)	Araku P S
Adōni T (Bel)	Ambāsamudram T	Arambakkam P S
Aduripallī P S	Ambattūr (Ch)	Aram P S
Aduru P S	Ambatturai (Ma)	Arantāngi (Tan)
Aduturai (Tan)	Ambūr (N A)	Arasalār R (Tan)
Adyar (Mad)	Ambūrpēttai Z (Sa)	Arashikeri P S
Agiripallī P S	Amīdalavalasa P S	Aravakurchi (Co)
Ahobilam (Kur)	Amīti P S	Aravanghāt (Nil)
Ainabolu P S	Ammāpatnam P.	Arcot T
Akuvīdu P S	Ammapet P S	Arcot, North D
Alaganallur P S	Ammāpēttai (Tan)	Arcot, South D
Alamur P S	Ammayanāyakkannūr	Ardavīdu P S
Alangayam P S	Anaikkāra Chatram	Arikkoḍ P S
Alangiyam P S	Anaimalai H (Co)	Ariyalūr Z (Tri)
Alankulam P S	Anakāpalle Z	Arkōnam (N A)
Alappākkam (S A)	Anantapur D, T	Armagon (Nel)
Alattiyūr (Mal)	Anatāndavapuram	Arni J (N A)
Alattūr P.S.	Andimattam P S	Arumbavur P S
Albaka (E Go.)	Andipattī Z (Co)	Arumuganerī P S
Allagadda P S	Andiyur (Co)	Aruppukōttai (Ma)
Allūru (Nel.)	(Mal.)	Aruru P.S.

Aruvankad (Nl)	Bāpatla T. (Gun)	Bommayyakuppam
Aska Z (Gan)	Bāramahāl (Sa)	Borigumma P S
Aspari (Bel)	Bargūr G (Co)	Boyrānī (Gan)
Atagada Z (Gan)	Bārķuru P (S K)	Bozipariguda P S
Atmakūr T (Nel)	Barliyār R (Nl)	Brahmadēsam
Ātmakūru (Kur)	Bāruva R, Z (Gan)	Brahmavar P S
Attılı P S	Basin Bridge P S	Brucepēt P S
Atur T (Sa and Ma)	Basrūr (S K)	Buchireddipallem
Avadaiyārkōvil	Batlagundu P S	Buckingham Canal
Avadı (Ch)	Battılı (Gan)	Budaguda P S
Avalappampattī Z	Bekal (S K)	Būdalūr (Tan)
Avanashī (Co)	Belgaum Z	Budamēru R
Avanasīpālaiyam	Belghar P S	Budarayavalsa P S
Avanīgadda P S	Belapatam (Mal)	Buddireddippattī
Ayakkudī Z (Ma)	Bellaguppa (Bel)	Bugudā (Gan) [(Sa)
Ayyalūr (Ma)	Bellamkonda (Gun)	Bukkapatnam (An)
Ayyampēttai (Tan)	Bellary D, T (Bel)	Burjavalasa P S
Azhikāl (Mal)	Beltangadi P S	Burugupudī P S
Aziznagar P S	Beluguppa P S	Buttayagudem P S
	Bengunowpada P S	
Badagara P (Mal)	Bennihallī (Bel)	Calicut P, T (Mal)
Badugumanipallī	Berhampur T (Gan)	Calimere P (Tan)
Badvēl T (Cud)	Berikāl P S	Calingapatam P
Bāgalūr Z (Sa)	Bēvinahalu (Bel)	Cannanore P (Mal)
Bāhudā R	Bey pore P (Mal)	Carnatic
Bailur P S	Bezwada T (Kis)	Cauvery R
Bandur P S	Bhadrāchalam	Chagalamarrī (Kur)
Bandreddipalle (Cht)	(E Go)	Chakranadī R
Balapanur P S	Bhāguvā R (Gan)	Chakroyapet P S
Balarajupalle P S	Bhākarāpēta (Cud)	Chalasseri P S
Balayapallī P S	Bhavānī R, T (Co)	Challapallī P S
Balchettī P S	Bhīmadole P S	Chandragiri R
Bahyapatnam P S	Bhīmavaram T	(S K)
Balligudā (Gan)	(W Go)	Chandrapur P S
Ballipalle (N A)	Bhuvanagiri (S A)	Chandrasekara-
Bamūnigam P S	Bilīgirirangan Malai	puram P S
Banarī P S	Billekallu P S	Chanubandu P S
Banavaram P S	Bimlipatam P (Viz)	Charavattur P S
Bandarulanka	Bingiripallī (Nel)	Charmadī P S
(E Go)	Biridī Z (Gan)	Chatrapūr (Gan)
Bandar T (Kis)	Bisānattam (N A)	Chāvadīpālaiyam
Bandiatmakur P S	Bissameuttak	Chāvakkād (Mal)
Bandrī (Bel)	Bitragunta (Nel)	Chāvasshēri (Mal)
Banganapalle	Bobbilī Z (Vizag)	Chekkanoornī P S
Bangārī Z (N A)	Bodinayakkanūr	Chemudu Z (Vizag)
Bantanahal (Bel)	Bodogo P S	(Chendragiri (Cht)
Bantumillī P S	Bollapalle P S	Chengam (N A)
Bantvāl (S K)	Bommanahallu P S	Chennakottapallī
	Bommarazupalle P S	Chennimalai P.S.

Chepauk (Mad)	Chōdavaram (Vīzag)	Dhanushkodi P.S.
Chērambādi (Nīl)	Choolai (Mad)	Dhārākōta Z (Gan.)
Cherla P S	Chowdapalle P S	Dhārāpuram (Co)
Cherpulchēri (Mal)	Chowghāt (Mal)	Dharmapurī (Sa)
Chetpat (Ch)	Chūnāmpet (Ch)	Dharmarajagudem
Chēvāyūr (Mal)	Chundi Z (Nel)	Dharmaravucheruvu-
Chēvēndra Z (Kīs)	Chyāgalamarri	palle P S
Cheyāru R (N A)	Circars [(Kur)	Dharmastala (S K)
Cheyur (Ch)	Cocanada P (E Go)	Dharmavaram (An)
Cheyvēru R (Cud)	Cochin P, T. (Mal)	Dhone (Kur)
Chicacole T (Gan)	Coimbatore D, T	Digupūdi Z (Gan)
Chidambaram (S A)	Colair L (Kīs)	Dindigul T (Ma)
Chikkati Z (Gan)	Coleoon R, T	Divattipatti P S
Chilakalapūdi	(Tan)	Divi P (Kīs)
Chilakalurpet P S	Comorin, Cape	Diyōdanga (Gan)
Chilakanahatti P S	Conjeeveram T (Ch)	Dodabetta H (Nīl)
Chimakurti P S	Coondapoor (S K)	Dombankurchi (Sa)
Chinakraka P S	Coonoor (Nīl)	Donnāyī R (Gan)
Chinamachanuru	Cooum R	Donokonda P S
Chingleput D, T	Corunga P (E Go)	Doranala P S
Chinnadharapuram	Coromandel	Dowlaishtweram
Chinna Ganjam	Covelong (Ch)	(E Go)
(Gun)	Cowl Bazaar (Bel)	Drākshāīāmam
Chinna Hagai R	Cuddalore (S A)	(E Go)
Chinnakimedi (Gan)	Cuddapah D, T	Dronachalam P S.
Chinnakovilankulam	Cumbum T (Kur)	Duddukuru P S
Chinnamandiam P S		Dugarazupatnam
Chinnamanūr (Ma)	Dabugam P S	Duggirala P S
Chinnammāpēttai	Dāchēpalle (Gun)	Dumagudiem P S
Chinnasēlam (S A)	Dhalī P S	Durgī P S
Chinna Tippasamud-	Danakonda P S	Dusi P S
ram	Danayanicheruvu	Duttaluru P S
Chintādrīpet (Mad)	Daringabadi P S	Duvvāda (Vīzag)
Chintalapādu Z	Darikes' Bridge	Duvvuru P S
Chintalapudi (Kīs)	Darōjī (Bel)	Dwarapudi P S
Chintur P S	Darisi (Nel)	
Chippigiri P S	Disamanthapurī P S	Edappadi P S
Chipurupalle	Deccan	Edavanna P S
(Vīzag)	Denkanikota (Sa)	Edigapalle P S
Chirakkal T (Mal)	Deppiguda P S	Egmore (Mad)
Chirāla (Gun)	Desur P S [(Gan)	Elachipalayam P S
Chiramana P S	Dēvabhūmī M	Elagiri H (Sa)
Chitrāvali R (An)	Devadanapatti P S	Elagiri Mittā (Sa)
Chittampatti P S	Dēvakōttai (Ram)	Elamanūr (Trī)
Chittamur P S	Dēvāla (Nīl)	Elamattur P S
Chittavādīgi (Bel)	Devanakonda P S	Elampalli P S
Chittēru R (Cud)	Dēvarakōta Z (Kīs)	Elattur P S
Chittoor T (Cht)	Dēvarāyapalle	Elavānāsūr (S A)
Chitvēlu (Cud)	Devipatnam (Ma)	Elayankudi P S.

Ellaiyār R. (Sa)	Golgonda T. (Vizag)	Halavagalu P S
Ellore T (W Go)	Gollapalem P S.	Hampasāgaram
Elphinstone Bridge	Gollaprōlu Z	Hampi (Bel) [(Bel)
Elwinpeta P S	(E Go)	Handri R (Kur)
Ennore P (Ch)	Gomangalam P S	Hanur P S
Eppothuvenran P S	Gonegandla P S	Harēhalu (Bel)
Eranāvūr (Ch)	Goomsur T (Gan)	Harichandiranadī R
Ernād T (Mal)	Gooty T (An)	Harikrishnavarī P S
Ernakulam (Cochin)	Gopalapuram P S	Harivanam P S
Erode T (Co)	Gopālpūr (Gan)	Harpanahallī (Bel)
Erumaipatti Z (Sa)	Gopichettipalaiyam	Harūr (Sa)
Etakkolam (Mal)	Gopidinne P S	Hāsanūr G (Co)
Ettaiyapuram (Tin)	Gōstanī R (Vizag)	Hatcholi P S
Ettapur P S	Gotlagattu P S	Helalagundi (Bel)
Feok (Mal)	Govindapalli P S	Heraithurnī P S
Fort St David (S A)	Gūdālūr (Co & Nil)	Hindupur T (An)
Fort St George	Gudari P S	Hiramandalam P S
	Gudicherla Z	Hirēhadagali (Bel)
	(Vizag)	Hirehalu P S
Gadidamadugu P S	Gudikallu (Bel)	Holalagundi P S
Gādiganūru (Bel)	Gudikota P S	Honnuru P S
Gadilam R (S A)	Gudimangalam P S	Horsleykonda (Cud)
Gadivemula P S	Gudivāda T (Kis)	Hosahallī P S
Gajapatinagar	Gudiyāttam (N A)	Hosangadi P S
Galivedu P S	Gudluru P S	Hosdrug P S
Gandamanāyak-	Gūdūr T (Nel)	Hospet T (Bel)
kanūr	Gudur Pargana	Hosūr T (Sa)
Gandavakōttai Z	Guduru P S [(Kis)	Huvinhadgalli (Bel)
Gandikōta H (Cud)	Gūduvānehērī (Ch)	
Gangaikondān (Tin)	Guindy (Ch)	Ichchāpuram (Gan)
Gangaikondapuram	Gulliti P S	Idaiyangōttai (Ma)
Gangavallī P S	Gumsur Udayagiri	Idaiyangudi (Tin)
Gangayapalle (Cud)	Gundlakamma R	Ilaiyāngudi (Ma)
Gangueddipalle	Gundur R (Ma)	Iluppūr (Tri)
Gangolli P S [P S	Gunjana R (Cud)	Indrāvati R (Vizag)
Gangupui P S	Guntakal (An)	Ingudur Town
Ganjām D (Gan)	Guntūr T, D	Injilī P S [(Gun)
Gannavaram P S	Gunupur (Vizag)	Ipurupālem P
Garnimitta P S	Gurajala P S	Irikkūr (Mal)
Georgepet P S	Gurizala P S	Iritti (Mal)
Georgetown (Mad)	Gurrakonda P S	Irungalūr (Tri)
Giddalur (Kur)	Gurramkonda (Cud)	Iskapalli I (Nel)
Giddaluru P S	Gurupura R (S K)	Ittigi P S
Gingee H (S A)	Gūtāla Z (E Go)	
Girīgumma P S	Guvvalacheruvu P S	Jagadalli R (Vizag)
Godāhaddo R (Gan)		Jagadapur P S
Godairi (Vizag)		Jagannadharaja-
Gōdāvari D, R		puram P S
Gokavaram P S	Hadagalli (Bel)	Jagannāthapuram
	Hagari R (Bel)	

Jaggampēta (E Go)
 Jaggayyapēta (Kis)
 Jakkalacheruvu
 Jalastra I (Gan)
 Jalārpēt (Sa)
 Jallipalli P S
 Jamī P S
 Jammalamadugu
 Jangālapalle (Cud)
 Jarada P S
 Jāvadī H (Sa)
 Jayankondasōla-
 puram
 Jeypore Z (Vizag)
 Jhorigam P S
 Jilugumalle P S
 Jōttampattī Z (Co)
 Juturu P S

Kadambattūr (Ch)
 Kadambūr Z (Tm)
 Kadattūr Z (Sa)
 Kadavūr Z (Trī)
 Kadayam P S
 Kadayanallur P S
 Kadiri T (An)
 Kaikalur P S
 Kaipakancheri P S
 Kālahastī Z (N A)
 Kalaiyarkoil P S
 Kalakada P S
 Kalakkādu (Tm)
 Kalasapad P S
 Kalattūr (Ch)
 Kālavagunta R
 Kalavai P S
 Kalhatti (Nil)
 Kālī R (Kur)
 Kaligiri P S
 Kalikavu P S
 Kalikiri P S
 Kalingiyā H (Gan)
 Kallakurchi (S A)
 Kallāvi (Sa)
 Kallāyi P (Mal)
 Kallhānpur (S K)
 Kallidaikurichi
 (Tin.)

Kalligudi (Ma)
 Kallikōta Z (Gan)
 Kallimaniam P S
 Kalpatta P S
 Kalpattī P S
 Kalrāyan Malai H
 Kalugumalai P S
 Kaluvaya P S
 Kalwa (Kur) P S
 Kalyāndrug (An)
 Kamalāpuram (Cud)
 Kāmalāpuram (Bel)
 Kamanayakkan-
 palaiyam P S
 Kambaduru P S
 Kambaimellūr Z
 Kambum P S [(Sa)
 Kāmmasamudram
 Kampli (Bel)
 Kamudi (Ram)
 Kanadukattan P S
 Kanakallu P S
 Kanakammachattiam
 Kanakipadu P S
 Kanara, South D
 Kanchilī (Gan)
 Kandaigoundan-
 shalai P S
 Kandamangalam
 Kandilī P S
 Kandukūr T (Nel)
 Kanēkallu (Bel)
 Kāngayam (Co)
 Kangundi Z (N A)
 Kanigiri T (Nel)
 Kaniyambadi P S
 Kanjamalai H (Sa)
 Kanjanur P S
 Kanjikod
 Kannamangalam Z
 Kannāngurchi Z
 Kannankudi P S
 Kannanūr (Trī)
 Kannavaram P S
 Kannikkōt (Mal)
 Kannivādi Z (Ma)
 Kanuparti P (Nel)
 Kapatralla P.S.

Kapistalam (Tan)
 Kāraikkudi Z (Ra)
 Kāramadaī (Co)
 Karamanaiyār R
 Kaianodaī P S
 Karempudi P S
 Kariganapalli P S
 Karikal
 Karippattī P S
 Kariyamangalam
 Kariyapattī P S
 Kārkāl (S K)
 Karugalvādi Z (Sa)
 Karumanūr Z (Sa)
 Karumattampattī
 Karunguzhī (Ch)
 Karuntatangudi
 Kaiūr T (Trī)
 Karvetnagar Z
 (N A)
 Kāsaragōd (S K)
 Kasibugga P S
 Kasimkōta Z
 (Vizag)
 Kātalundi (Mal)
 Katarukonda P S
 Kātpādi (N A)
 Kattalai (Trī)
 Kāttuputtūr Z
 (Trī)
 Kāvālī T (Nel)
 Kāvērīpākkam
 Kāvērīpatnam (Sa)
 Kavundapadi P S
 Kavutalam P S
 Kavvāyi P (Mal)
 Kāyalpatnam (Tm)
 Kayattār (Tm)
 Kāzīpēta (Cud)
 Kēsanakurru Z
 (E Go)
 Kēttāndapattī (Sa)
 Khajipet P S
 Kilagudi P S
 Kilakkarai (Ra)
 Kilamangalam P S
 Kilappaluyūr (Trī)
 Kiliyanur P S,

Kilpauk (Mad.)	Kosigi (Bel)	Kundahs H (Nil)
Kinnattukidavu P S	Kōsūru (Kis)	Kundu R
Kintali Z (Vizag)	Kota (Nel)	Kundūrapalli Mittā
Kiranur P S	Kōtagiri (Nil)	Kundurpi P S
Kirlampūdi Z	Kothām Z (E Go)	Kunnamangalam
(E Go)	Kotpad (Vizag)	P S
Kistna Canal	Kōttāpatnam (Tan)	Kunattur P S
Kistna D, R	Kottakkal P S	Kūpgal (Bel)
Kistnapatam (Nel)	Kottakuppam P S	Kupilli Z. (Vizag)
Kīvalūr (Tan)	Kottamangalam P S	Kuppam (N A)
Kodakānal (Ma)	Kōttāmpattī Z (Co)	Kurapadu P S.
Kōdambakkam (Ch)	Kottapalle (E Go)	Kurichedu P S
Kodavaluru P S	Kottapatam (Gun)	Kurinjipādī (S A)
Kodikonda P S	Kottapatnam (Nel)	Kurla Z (Gan)
Kodumudi (Co)	Kottapeta P S.	Kurli P S
Kodumur P S	Kottavalasa P S	Kurmingiyā (Gan)
Kōdūru (Cud)	Kōttayam T (Mal)	Kurnool D, T
Kōilkuntla T (Kur)	Kōttūr (Co)	Kurugōdu (Bel)
Kokkarāyanpēttai	Kōttūru (Bel)	Kurumbranād (Mal)
Kōlanka Z (E Go)	Kovilam (Ch)	Kurupām Z (Vizag)
Kolattūr (Trī)	Kōvilpattī (Tin)	Kuttālam (Tan,
Kolimigundla P S	Kovilur P S	Tin)
Kollangōd (Mal)	Kōvūru P S (E Go)	Kutteripettai P S
Kollegal T (Co)	Kōvvūru P S (B)	Kuttiippuram (Mal)
Kollūru (S K)	(E Go)	Kuttiyatī G (Mal)
Komalesvaranpet	Kowtaram P S	Kūttuparamba
Komāramangalam	Koyilpalaiyam P S	(Mal)
Komarapalaiyam	Koyyalagudem P S	Laccadives (Mal)
Komarolu P S	Krishnadevupeta	Lakkavaram P S
Kommalapadu P S	Krishnagiri T (Sa)	Lakkireddipalli
Kōnāda P (Vizag)	Krishnampet (Mad)	Lakkiti (Mal) [P S
Konakanamitta P S	Krishnāpatnam P	Lakshmipur P S
Konali P S	Kudatini (Bel)	Lālgudi (Trī)
Kondakambru P S	Kudavāsal (Tan)	Lālpettai (Trī)
Kondapalli (Kis)	Kuduru P S	Lāngulya R
Kondāpuram (Cud)	Kudikādu (S A)	(Vizag)
Kondōtti (Mal)	Kūdligī T (Bel)	Lavanuru P S
Konduru P S	Kudremukha (S K)	Loharākandī R
Kongad P S	Kukkudakhandi P S	Lokkamhalli P S
Konganāpuram (Sa)	Kukkulubā Z (Gan)	Lōkūr (Sa)
Koppainakanpattī	Kulasēkarapatnam	Lovedale (Nil)
Koradā Z (Gan)	Kulikkarai (Tan)	Luz, The (Mad)
Koradāchēri (Tan)	Kulittalai T (Trī)	Mācherla (Gun)
Koraput (Vizag)	Kumārapuram (Tin)	Madagupattī P S
Koroth P S	Kumbakōnam T	Madakasīra (An)
Korttalaiyār R (Ch)	Kumbhikota P S	Madanapalle (Cud)
Korukkupet (Mad)	Kunavaram P S	Madattukolam P S.
Kosapet (Mad)	Kundadam P S	

Maddigubba P S.	Manimuktā R. (S.A.)	Mōgallūru (Nel.)
Maddikera (Kur)	Maniyāchi Z (Tīn)	Mōgalituru
Maddimadugu P S	Mandapam (Ma)	(W Go)
Mādēsuvara Malai	Manjaiyār R (Tan)	Mohanur P S
Madhavaram P S	Manjakkuppam	Mohona P S
Madras D., T.	Manjēri T. (Mal.)	Moka P.S
Mādugula Z	Manjeshwar P S	Mokshagundam P S
(Vizag)	Mankara P S	Moranam P S
Madukarai (Co)	Mannārakkāt (Mal)	Morappūr (Sa)
Madura D, T	Mannārgudi T	Morvakonda P S
Maduāntakam (Ch.)	Mannārkōttai (Tīn)	Motu P S
Maduravayal P S	Mannēru R (Nel)	Mūdabidri (S K)
Māgala (Bel)	Manoor P S	Muddanūru (Cud)
Mahammadabad P S	Mantena Z (Vizag)	Mudivedu P S
Mahānadi R (Gan)	Mārkāpur T (Kui)	Mudukulattūr (Ra)
Mahē (French)	Markkanam P S	Mulanur P S
Mahēndratānaya R	Marukalkurichi P S	Mulki P S
Maidalapuram P S	Marungāpuri (Trī)	Mummidiavaram P S
Mailam H (S A)	Maruru P S	Munagola P S
Mailavaram P S	Maruturu P S	Mundlamuru P S
Mailpatti (N A)	Masīngudi (Nīl)	Munnirpalam P S.
Mainmangalam P S	Masulipatam (Kīs)	Munro Chattram
Maivādi Z (Co)	Mathur P S	(An)
Maiyār R (Nīl)	Mattigiri (Sa)	Munyēru R
Makkuva P S	Māyavaram T (Tan)	Murappanad P S
Malabar D	McDonald's Choultry	Mūsī R (Nel)
Malaimachampatti	Mechcheri P S	Musiri T (Trī)
Malaiyampalaiyam	Megnanapuram	Mutsukota P S
Malappuram (Mal)	Mēlappālaiyam	Muttānchettī
Malkangiri (Vizag)	Melattur P S [(Tīn)]	Mittā Z
Mallapalli P S	Melchengam P S	Muttiyalpet (Mad)
Mallāpuram (Sa)	Melrosapuram (Ch)	Muttukuru P S
Mallela P S	Mēlupāka Z (Vizag)	Muttupet P (Tan)
Mallur P S	Mēlūr T (Ma)	Mutturagunāda-
Malpe (S K)	Mēppāti (Mal)	patnam (Ma)
Māmandūru (N A)	Mērangi Z (Vizag)	Mydukur P S
Mambalam	Mercāra (Coorg)	Mylapore
Manalurpettai P S	Merknad (Nīl)	Nadakavu P S
Mānamādi (N A)	Mētrātti Z (Co)	Nadapuram P S
Mānāmādura (Ra)	Mēttupālaiyam (Co)	Nadivattam P S
Mānambuchāvadī	Mettur	Nagakulam P S
Manantoddy (Mal)	Middel P S	Nagaladinne P S
Manappārai (Trī)	Midithuru P S	Nāgalāpuram (Tīn)
Mandasā Z. (Gan)	Milam P S	Nagaram P S
Mangalagiri (Gun)	Mīmīsal (Tan)	Nagarī H., R (N A.)
Mangalam (Co)	Mīnnāl (N A)	Nagarīkatakam
Mangalore (S K.)	Mīrsapet (Mad)	Nagavaram (Kīs)
Manikkaraiyār R	Modalappatti Z	Nāgore P (Tan)

Naikaveri P.S.	Neruducherla P S	Palakollu (W Go)
Nakkapill Z.	Nētrāvatī R. (S K)	Pālamcōttah (Tn)
(Vizag)	Nicobars	Pālār R. (Ch.)
Nalaghat P.S.	Nidadaul Z (Kis)	Palasa P S.
Nallamalais H	Nidadavōlu (W, Go)	Palasamudram P S
Nāmagiripēttai P S	Nidāmagalam	Palavidudi P S
Nāmakkal (Tr)	Nidumolu P S	Pālēru R
Nambiyur P.S	Nilakkōttai Z. (Ma)	Palghat T. (Mal)
Nancherla (Bel)	Nilambūr (Mal)	Palivēla Z (E Go)
Nandagam (Gan)	Nilgiris D, H (Nil)	Palkonda (Vizag)
Nandalūru (Cud)	but The Nilgiri	Palladam T (Co)
Nandapur (Vizag)	District)	Pallam P S
Nandigāma (Kis)	Nimgiri H (Vizag)	Pallamala P S
Nandikōtkūr (Kur)	Nizampatam (Gun)	Pallārapalli Mittā
Nandipadu P S	Nosam (Kur)	Pallāvaram (Ch)
Nandyal T (Kur)	Nowrangapur	Pallikondai R
Nāngunerī T (Tn)	Noyel R. (Co)	(N.A.)
Nannilam T (Tan)	Nungambakam	Pallipattu P S
Nannuru P S	Nutimadugu P S	Pallipattu P.S
Naraganti R (N A)	Nuzvid T, Z (Kis)	Pallipuram (Mal)
Naraharipet P S		Palmanēr T (Cht)
Narapala P S	Obalam P S	Palnad T (Gun)
Narasampeta P S	Oblapuram P S	Palni H, T (Ma)
Narasannapēta	Odaiyākulam (Co)	Pālūr (Ch)
Narasapatnam (Viz)	Odiyattur P S	Pālūr (N A)
Narasapur (Kis)	Olakkūr (S A)	Pālūru Z (Gan)
Narasaraopet (Gun)	Olavakkōt (Mal)	Pāmbaiyār R
Nārasingampēttai	Ōmalūr (Sa)	Pāmban P (Ra)
Narasingapuram	Ongole T (Gun)	Pāmıdı (An)
Narasingarayanpet	Ootacamund (Nil)	Pamuru P S
Nārāyanadēvarakēri	Orattanādu (Tan)	Panagudy P S
Narayanapatnam	Ottappālam (Mal)	Panapākkam (N.A)
Nārāyanavaram R	Ottappidāram (T.n)	Panavadali chatram
Narikkudi P S	Ouchterlony Valley	Pandibigam P S
Natavaram P S	Owk (Kur)	Pandikkad P S
Nattakkal P S		Pānem, (Kur)
Nattam P S	Pachaimalai (Sa)	Pānjalamkurichi
Nattarampalli P S	Pachchal P S	Panjanı P S. [(Tn.)
Naupada (Gan)	Padālam (Ch)	Panruti (S A)
Nāyudupēta (Nel)	Padalur P S	Panur P S
Nedivattam (Nil)	Pādartı (Gun)	Pāpaghni R. (Cud)
Neelayachatram P S	Paderu P S	Pāpanāsam (Tan)
Negamam Z (Co)	Padmanabham P S	Papayyapeta P S
Negapatam (Tan)	Padmanabhapur P S	Pāpināyakanahalli
Nekarikallu P S	Padwa P S.	Para P S
Nellakota (Nil)	Pākala P (Nel)	Paradarami P.S.
Nellikuppam (S A)	Palaganuttu P S	Pāral (Mal)
Nellore D, T (Nel.)	Pālākōdu (Sa)	Paramagudi (Ra.)

Paramattī P S	Peranampattu P S	Porto Novo (S A)
Paranginad (Nīl)	Peravurni P S	Pōrumāmilla (Cud)
Parappanangādi P	Perduru P S	Possara P S
Paravanār (S.A)	Periamet (Mad)	Potavaram P S
Parlākīmedi (Gan)	Periya P S	Pottanam Z (Sa)
Paruchuru P S	Periyakulam (Ma)	Pottangī P S
Pārvatīpuram	Periyār R (Ma)	Powerpeta P S
Pāsūr (Co) [(Vīzag)]	Perumbalai P S	Prattipadu P S
Pātakottacheruvu	Perunagar P S	Proddatūr T (Cud)
Pāta Tekkalī Z	Perundurai (Co)	Pūdī (N A)
Pathagunta P S	Perungulam P S	Puduchatram P S
Patnam P S	Pērūr (Co)	Pudukōttai (Trī)
Pattāmbi (Mal)	Pettaī P S	Pudunagaram P S
Pattasam Z (E Go)	Pēttaiṉvāyttalai	Pudupet (Mad)
Pattikonda (Kur)	(Trī)	Puduppakkam
Pattukōttai (Tan)	Phirangipuram P S	(Mad)
Pattupuram P S	Piduguralla P S	Pudūr Z (Tn)
Payalakuntla P S	Pilēr (Cht)	Puduvāyal (Ch)
Payyannur P S	Pilēru (Cud)	Pūgalūr (Co)
Payyōli (Mal)	Pillai chatram P S	Pulam P S
Pedalavalapad P S	Pillūr Z (Sa)	Puhampattī P S
Pedda Kīmedi	Pīnchhā R (Cud)	Pulicat P, L (Ch)
(Gan)	Pinnalur P S	Pulicherla (N A)
Peddāmudiem P S	Pīrāvidaiyānār R	Pulivalam P S
Peddapādu (Cud)	Pīthāpuram (E Go)	Pulivendla (Cud)
Peddāpur (E Go)	Pocchikapad P S	Puliyakulam P S
Peddattippasamud-	Podalakuru P S	Puliyangudi P S
ram P S	Pōdanūr (Co)	Pullalacheruvu P S
Peddunayakkanpet	Podilī (Nel)	Pullambadī P S
(Mad)	Point Calimere P	Pullampet (Cud)
Pellakur P S	Polavaram (E Go)	Pullangēru R
Pendlimarri P S	Pollachi T (Co)	Pūndī P (Gan)
Pennagaram P S	Pōlūr T (N A)	Punganūru (Cht)
Pennalurpet P S.	Pōlūru (Nel)	Purasawakam
Pennattur P S	Pondicherry (French)	Purushōttapuram
Pennēru R (Nel)	Ponduru P S	Putalapattu P S
Pennēru (An)	Ponnai Rōddu	Puttanattam P S
Pentapadu P S	Ponnaiyār R	Puttasīngī P S
Penuganchiprolu	Ponnaluru P S	Putuppadī P S
P S	Ponnāni T, R	Puttur T (Cht)
Penugonda P S	(Mal)	Puttūr (N A)
Penukonda (An)	Ponnēri T (Ch)	Puttūr Z (Sa.)
Pēraiṉyūr Z (Ma)	Ponnuru P S	Pyāpalli (Kur)
Perambakkam P S	Ponparappi P S	Pykara R (Nīl)
Perambalūr (Trī)	Poonamalle (Ch)	
Perambra P S	Poraiyar P S	
Perambūr (Ch)	Poravipālayam	
Peranamallur P S	(Co.)	Quilandi P (Mal)
		Quilon (Tra)

Racherla P S	Rēnigunta (N A)	Sattenapalle (Gun)
Radakota (Vizag)	Rēpalle T (Gun)	Sattiyavedu P S
Rādhāpuram (Tin)	Rettayambādi (Ma)	Sāttūr T (Ra)
Raghavapuram P S	Revanuru P S	Satyamangalam T
Raghunāthapuram	Robertsonpeta Town	Savudām Z (Gan)
Ragīgunta P S	Roddam P S [P S]	Sawyerpuram (Tin)
Raigada (Vizag)	Rolla P S	Sayalkudi P S
Raigarh (Vizag)	Ronabā Z (Gan)	Sembiem P S
Raikia P S	Royapetta (Mad)	Sembliguda P S
Rājagiri (S A)	Rudravaram	Sendamangalam P.S.
Rajahmundry	Rūpanagudi (Bel)	Serango P S
(E Go)	Rushikulya R.	Sērmādēvi (Tin)
Rajanagaram P S	Russellkonda (Gan)	Sērndanūr (S A)
Rajapalayam (Tin)		Sērugada Z (Gan)
Rajasingamangalam	Sabari R	Seshāchalam H
Rajempet P S [P S]	Sadam P S.	Settikulam P S
Rāmachandrapuram	Sadras (Ch)	Sēttūr Z (Tin)
Rāmadrug (Bel)	Sadurvedamangalam	Seven Pagodas (Ch)
Ramagiri P S	Sagilēru R	Sevur P S
Ramagiri Udayagiri	Saidapet T (Ch)	Sevvalpatti Z (Tin)
Ramakrishnarajupet	Salem D, T, Z	Sevvāpēttai (Ch)
Rāmallakota (Kur)	Sāliyamangalam	Seydunganallur P S.
Ramanjeri P S	Sālūru Z (Vizag)	Shankaranarayan
Rāmapatnam (Co)	Samaiyanallūr (Ma)	Shērumahammadu-
Ramapuram P S	Samalkot (E Go)	puram (Vizag)
Ramasamudram	Sāmalpatti (Sa)	Shevapett P S
P S	Samattūr Z (Co)	Shevaroy Hills (Sa)
Rambha Z (Gan)	Samayapuram	Shiradi P S
Rāmēsvaram (Ra)	Samballi P S	Shiyālī T (Tan)
Ramnād D, Z	Sandūr (S A)	Sholinghur (N A)
Rampa (E Go)	Sandūr State (Bel)	Shōranūr (Mal)
Ranigedda P S	Sangam (Nel)	Sidaparpanallur P S
Rānīpēttai (N A)	Sangamvalasa (Viz)	Siddapuram P S
Ranjengudy P S	Sanipaya P S	Siddhavattam (Cud)
Rapur T (Nel)	Sankaranāyinārkkōyil	Sigūr G (Nil)
Rāsipuram (Sa)	Sankarāpuram (S A)	Sikkil (Tan)
Rāyachōti (Cud)	Sankaridrug H (Sa)	Sillēru R (Vizag)
Rayadrug (Bel)	Santavasal P S	Simhachalam P S
Rāyakkottai (Sa)	Santhavelur P S	Sindupatti P S
Rāyalcheruvu (An)	Sāptūr Z (Ma)	Singalāndapuram
Rayapuram (Mad)	Sārada R (Vizag)	Singampatti (Tin)
Rāzampēta (Cud)	Saribujjilī P S	Singānallūr (Co)
Razole P S.	Sarkār Vālavandi	Singanamālā (An.)
Reddipalli (Cud)	Mittā	Singaperumālkōyil
Red Hills P S (Ch)	Sarvakōta Z (Gan)	Singarayakonda P S
Rēgadipalli (Cud)	Sarvasiddhi T (Viz)	Singarāzu H (Gan)
Rēkapalli Z (E Go)	Satghur (N A)	Singpur (Vizag)
Relli (Vizag)	Sāttānkulam (Tin)	Singuripalli (Vizag.)

Sirigeri P.S.
 Siripuram Z.
 (Vizag.)
 Siruguppa (Bel)
 Sirumalai H (Ma)
 Sirvel T (Kur)
 Sispāra G (Mal)
 Sītānadi R. (S.K)
 Sitanagram P S.
 Sitarampuram P S
 Sittār R
 Sivaganga Z. (Ra)
 Sivagiri Z. (Tin)
 Sivakanchi P S
 Sivakāsi (Tin)
 Sivalaperi P S
 Sivasamudram (Co)
 Sivayam P S
 Sōlasirāmani (Sa)
 Sōlavandān (Ma)
 Somala P S
 Sōmanūr (Co)
 Somayanur P S
 Sompalle (Cud)
 Sōmpēta Z (Gan)
 Sriharikōta (Nel)
 Srikūrmam (Gan)
 Srīmushnam (S A)
 Srīperumbūdūr (Ch)
 Srīrangam (Trī)
 Srīsailam (Kur)
 Srīvaikuntam (Tin)
 Srīvilliputtūr (Ra)
 Srungavarappukota
 Stonehouse Hill
 St Thomas' Mount
 St Thomé
 Subanagiri P S
 Subbavaram P S
 Subrahmanya
 Sulagiri P S
 Sulha P S
 Sultan's Battery
 Sūlūr (Co)
 Sulurpet (Nel.)
 Sundaraperumāl-
 Sunkū P S. [kōyil
 Sunnāmbukulam

Suradā (Gan.)
 Sūramangalam (Sa.)
 Surangi Z (Gan)
 Surlā (Gan)
 Surulī R (Ma)
 Suvāmimalai (Tan)
 Suvarnanadi R
 Swarnamukhi R
 Sydapuram P S.
 Tada (Nel)
 Tadapalli P S
 Tadapalligudem P S
 Tadepalli P S
 Tadikalapudi P S
 Tadikonda P S
 Tadimarri P S
 Tadivaripalli P S
 Tadpatni T (An)
 Tajangy P S
 Talai P S
 Talaimalai P S
 Talaivasal P S
 Talamanchipatnam
 Tālavādi (Co)
 Talipparamba (Mal)
 Tallakulam P S
 Tallapalem P S
 Tallaproddatur P S
 Tāllapūdi (W Go)
 Talupula P S
 Tāmarasshēri G,
 P S
 Tāmbrahallī (Bel)
 Tāmbraparni R
 Tammampatti P S
 Tammilēru R
 Tanakallu (Cud)
 Tandikkudi P S
 Tangassēri (Tra)
 Tangellamaddi Z
 Tanguturu P S
 Tanippaddi P S
 Tanjore D, T
 Tannissshēri P.
 (Mal)
 Tanuku T (W Go)
 Tānūr P. (Mal.)

Taramangalam P.S
 Tarasingi P.S.
 Tarlā Z (Gan.)
 Tarūr (Mal.)
 Tattaiyanganarapetai
 Tattappārai (Tin)
 Tekkalakōta (Bel)
 Tekkali Raghunā-
 dhapuram (Gan)
 Teligi P S.
 Tellar P S.
 Tellicherry P. (Mal)
 Tēlu R (Vizag)
 Tenali (Gun)
 Tenkarai T. (Tin)
 Tenkāsi T (Tin)
 Tentulukuntī P S
 Teppakulam (Trī)
 Teynampet (Mad.)
 Thisayanvella P S
 Tillaivilāgam (Tan)
 Timiri P S
 Timmareddipalli
 P S
 Tindamangalam Z
 Tindivanam (S A)
 Tinnanūr (Ch)
 Tinnevelly D, T
 Tiruchanur P S
 Tiruchuli (Ra)
 Tiruchendūr (Tin)
 Tiruchengōdu (Sa)
 Tiruchur P S
 Tirukkalikkunram
 Tirukkarangudi P S
 Tirukkāttuppalli
 Tirukkōyilūr (S A)
 Tirumakkottai P S
 Tirumalai Mittā
 Tirumangalam (Ma)
 Tirumanur P S
 Tirumarugal P S
 Tirumattur P.S
 Tirumulavāsai (Tan)
 Tirunamanallur P S
 Tirunāttiyattāngudi
 Tiruparankunram
 Tirupati (Cht.)

Tiruppanandāl
 Tiruppāppuliyūr
 Tiruppattūr (Ra)
 Tiruppōrūr (Ch.)
 Tiruppūr (Co)
 Tiruppurantaka-
 kottai
 Tiruppuvanam
 Tirūr (Mal.)
 Tirūr Z (Ch)
 Tirurangadi P S
 Tirūrannāti (Mal)
 Tiruttani H (Cht)
 Tiruturaipūndi
 (Tan)
 Tiruvadamarudūr
 Tiruvādānai (Ra)
 Tiruvādi (Tan)
 Tiruvalam R (N A)
 Tiruvallūr T (Ch)
 Tiruvārūr (Tan)
 Tiruvannāmalai
 Tiruvegampattu P S
 Tiruvelangadu P S
 Tiruvēdīpuram
 Tiruvenkādu (Tan)
 Tiruvennanallūr
 Tiruverumbūr (Tn)
 Tiruvettipuram
 Tiruvettiswaranpet
 Tiruvottiyūr (N A)
 Tiruvūr P S
 Tittagudi (S A)
 Titte (Tan)
 Todanad (Nil)
 Togamalai P S
 Tondamuttur P S
 Tondi P (Ma)
 Tondiarpet (Mad)
 Tondiyār R (S A)
 Toppūr (Sa)
 Tōpputturai (Tan)
 Tōrnagallu (Bel)
 Tōtapalle Z (E Go)
 Tranquebar P
 (Tan.)
 Travancore (State)
 Trichinopoly D, T

Triplicane (Mad)
 Tripurantakam P S
 Trivandrum (Tra)
 Tsandavolu P S
 Tsundupalle P S
 Tudiyalūr (Co)
 Tulukkapatti (Tn)
 Tummalapenta
 (Nel)
 Tummangurichi Z
 Tumurkota P S
 Tungabhadra R
 Tungāvi Z (Co)
 Tunī (E Go)
 Turaiyūr Z (Tr)
 Tuticorin P (Tn)
 Tyāga Durgam H
 Udayārpālayam
 Udamalpet T (Co)
 Udayagiri T (Nel)
 Udipi T (S K)
 Udiyur P S
 Ullāl (S K)
 Ullī (N A)
 Ulundūrpēttai (S A)
 Umerkote P S
 Unjalūr (Co)
 Uppalapadu P S
 Uppār R (Tn)
 Uppihyapuram P S
 Uppinalavasa P S
 Uppinangadi (S K)
 Urampādu (Cud)
 Uratla Z (Vizag)
 Uṭṭavakonda (An)
 Ūrkādu Z (Tn)
 Uṭlām Z (Gan)
 Uṣilampatti (Ma)
 Uttamapālayam
 Uttangamangalam
 Uttangarai T (Sa)
 Uttiramerur P S
 Uttukottai P S
 Ūttukulī Z (Co)
 Ūttumalai Z (Tn)
 Uyyakondāntiru-
 malai (Tr)

Uyyalavada P S
 Vadakkancheri P S
 Vadamadurai (Ma)
 Vadamala P S.
 Vadavār R. (S A)
 Vaddigudem (E Go)
 Vādimittā Z. (Tn)
 Vaidisvarankōyil
 Vaigai R (Ma)
 Vaigaikulam P S
 Vaikam (Tra)
 Vaippār R (Tn)
 Vaira R
 Vairavanādapattam
 Vaitalai P S
 Vaiyampatti (Tr)
 Valagoundanpatti
 Valangiman P S
 Valapad P S
 Valappadi P S
 Valarpattanam
 Valatti P S [(Mal)
 Valavanur P S
 Vālayār (Mal)
 Valiyār R (Tri)
 Vallam T (Tan)
 Vallampudi P S
 Vallikodu (Tra)
 Valliyur P S
 Vallūru Z (Kis)
 Vamaravalli (Gan)
 Vamsadhāra R
 Vānamādevī (S A)
 Vānamāmalai (Tn)
 Vanavolu P S
 Vandalūr (Ch)
 Vandūr (Mal)
 Vāniyambādi (Sa)
 Vanur P S
 Varāganadi R.
 Varanasī P S
 Varanjaram P S
 Varttirāyiruppu
 Vasantavāda (E Go)
 Vāsudēvanallūr
 Vatakkancheri
 (Mal)
 Vayalpad T. (Cht.)

Vayittiri (Mal)	Vettār R (Tan)	Vontimitta (Cud)
Vēdapattī Z (Co.)	Vettattupudiyannāṭi	Vṛiddhachalam
Vēdāranniyam (Tan.)	Vettavalam P.S	(S A)
Vēdasandur	Vijayanagar (Bel)	Vujanī (Bel)
Vēdavātī R (Bel)	Vīkravāṇḍī (S A.)	Vuttukur P S
Vēgayammapēta	Vīlāttīkulam (Tin.)	Vuyyur P S
Vēlānganni (Tan)	Vīllupuram (S A)	Vyasarpadī (Mad)
Veldurtī (Kur)	Vinjamuru P S	Vypin 1 (Cochin)
Vellakovil P S	Vinnamangalam	
Vellalacheruvu P S	P S	
Vellār K (S A)	Vinukōṇḍa (Gun)	Wajrakaiūr (An)
Vellippalaiyam P S	Viraballī P S	Walajabad (Ch)
Vellīyanai P S	Viraghattam P S.	Walajanagar (N A)
Vellīyangirī (Co)	Virakeralampudur	Walajapet (N A)
Vellore T (N A)	Virapandī P.S	Walavanad T (Mal)
Velugodu P S	Vīrapperrumānallūr	Wallajah Road
Vēlukkuriṇḍī	Vīrāpuram (Bel)	Wallajah Town
Vēlūr Z (Ma)	Viravallī P S.	Waltair (Vizag)
Vemavaram P.S	Viravallur P S	Wandīwash (N A)
Vembakottai P S	Vīravanallūr (Tin)	Washermanpet
Vempalle (Cud)	Viravaram Z (E	Watrap P S
Vendōdu (Nel)	Go)	Wellington (Nil)
Vengal P S	(W Go)	Wynad T (Mal)
Venkatāchalam	Viravāsaram	
chatram (Nel.)	Viravillī (Vizag)	Yādiki (An)
Venkatagirī Z	Vīrinjipuram, Vada	Yeleswaram P S
(Nel)	and Ten (N A)	Yellamanchilī Z
Venkatapalem P S	Vīrudupattī (Tin)	Yellanuru P S
Venkatapuram P S	Vīrupakshī P S	Yellavaram (E Go)
Vennār R (Tan)	Vīshāram (N A)	Yemmiganūru (Bel)
Vepery (Mad)	Vīshnukanchī P S	Yercaud (Sa)
Veppanapallī P S	Vissannapet (Kis)	Yernagūdem
Veppankuppam P S	Vittal P S	(W Go)
Veppur P S	Vizagapatam D , T	Yerpedu P S
Veraiyur P.S	Vīzayanarayanam	Yerragondapalem
Vētapālem (Gun)	Vīzianagram Z , T	Yerraguntla (Cud)
Vēttagāranpudūr	Vonipenta P S	Yerrivaripallem P S
		Yerur P S

Names of places in India outside the Madras Presidency —
Follow the spelling of the Imperial Gazetteer, as Ajmer-Merwara,
and for names not appearing therein consult the district lists in the
Civil Lists of the province concerned. Note that Bombay and
United Provinces still retain the acute accent for which the long
mark must be substituted and that Burma uses the circumflex in
certain cases

TRANSLITERATION

Transliteration — *Vernacular names* not included in this appendix or in the lists referred to therein or in the Imperial Gazetteer should, as a rule, be rendered *literatim* from the current spelling of the same names in the vernacular to which they belong. The orthography prescribed for these names should be scrupulously adhered to. On the other hand when European names and designations are put into the vernacular the characters which represent the sound should be used.

The general principle of transliteration is that each letter in the vernacular alphabet should be represented by a fixed letter or combination of letters in the roman alphabet with as few accented or diacritical letters as possible, though in some cases the rule is not applied fully to consonants. The following table is based on this principle, but in many names of places and words of common occurrence the popular spelling is retained, and the marked or accented letters are not employed.

Official system of Transliteration

Roman equivalent	Tamil	Telugu	Kanarese	Malayalam	Hindustani or Urdu	Oriya	Persian	Nagari (or, Hindi).
a	அ	అ	అ	അ	ع*	ଅ	ع*	अ
ā	ஆ	ఆ	ఆ	ആ	...	ଆ	آ	आ
i	இ	ఇ	ఇ	ഇ	ای	ଇ	.	इ
ī	ஈ	ఈ	ಈ	ഈ	ی	ଈ	ي	ई
u	உ	ఉ	ಉ	ഉ	او	ଉ	و	उ
ū	ஊ	ఊ	ಊ	ഊ	ؤ	ଊ	و	ऊ
ri	...	రు	ರ	റി	...	ର	...	ऋ
rī	...	రూ	ರೂ	രൂ	..	ରୁ	.	ॠ
li	.	ల	ಲ	ല	ऌ
e	எ	ఎ	ಎ	എ
ē	ஏ	ఏ	ಏ	ഐ	ي	ए
ai	ஐ	ఐ	ಐ	ഐ	ای	ଐ	اي	ऐ
o	ஓ	ఒ	ಒ	ഓ	,
ō	ஔ	ఔ	ಓ	ഔ	ओ
au	ஔ	ఔ	ಔ	ഔ	او	ଔ	او	औ
m	...	ಂ	ಂ
h	...	ః	ಃ	:

* Is equivalent to a, i, u

Official system of Transliteration—cont

Roman equivalent.	Tamil	Telugu	Kanarese	Malayalam	Hindustani or Urdu.	Oriya	Persian	Nagari (or Hindi)
k	{ க* }	క	ಕ	ക	ک	କ	ک	क
kh		ఖ	ಖ	ഖ	کھ	କ୍ଷ	کھ	ख
g		గ	ಗ	ഗ	گ	ଗ	گ	ग
gh		ఘ	ಘ	ഘ	گھ	ଘ	گھ	घ
n	ନ	జ	ಜ	ജ	ن	ନ	ن	ज
ch	ச†	చ	ಚ	ച	چ	ଚ	چ	च
chh	ச::	ఛ	ಛ	ഛ	چھ	ଚ୍ଛ	چھ	छ
j	ജ	జ	ಜ	ജ	ج	ଜ	ج	ज
jh	ജ::	ఝ	ಝ	ഝ	چھ	ଝ	چھ	झ
n	ନ	జ	ಜ	ജ	ن	ନ	ن	ज
t	{ ட }	త	ತ	ത	ت	ତ	ت	ट
th		థ	ಥ	ത	تھ	ଥ	تھ	ठ
d		ద	ದ	ദ	د	ଦ	د	ड
dh		ధ	ಧ	ദ	دھ	ଦ୍ଧ	دھ	ढ
n	ନ	జ	ಜ	ജ	ن	ନ	ن	ज
t	{ த }	త	ത	ത	ت	ത	ت	ट
th		థ	ಥ	ത	ത	ത	ത	ठ
d		ద	ద	ద	د	ద	د	ड
dh		ధ	ధ	ద	ద	ద	ద	ढ
n	ନ	జ	జ	ജ	ن	ନ	ن	ज
p	{ ப }	ప	ಪ	പ	پ	ପ	پ	प
ph		ఫ	ಫ	ഫ	پھ	ଫ	پھ	फ
b		బ	ಬ	ബ	ب	ବ	ب	ब
bh		భ	ಭ	ബ	بھ	ଭ	بھ	भ
m	ம	మ	ಮ	മ	م	ମ	م	म
y	ய	య	ಯ	യ	ی	ଯ	ی	य
r	ர	ర	ರ	ര	ر	ର	ر	र
rh	ര::	ఱ	ಱ	ര	رھ	ର	رھ	ऱ
l	ல	ల	ಲ	ല	ل	ଲ	ل	ल
v	வ	వ	ವ	വ	و	ଵ	و	व
l	ழ	ఱ	ಱ	ര	و	ର	و	व
s, sh	ச	శ	ಶ	ശ	س	ଷ	س	श
sh	ஷ	ష	ಷ	ശ	ش	ഷ	ش	ष

* k when initial or doubled.

† Is equivalent to s also.

Official system of Transliteration—cont

Roman equivalent.	Tamil	Telugu	Kannase.	Malayalam.	Hindustani or Urdu	Oriya.	Persian	Nagari (or Hindi)
s	ஸ	స	ಸ	സ	ث س س	ସ	ث س س	स
h	ஹ	హ	ಹ	ഹ	ه ح	ହ	ه ح	ह
ksh	க்ச	క్ష	ಕ್ಷ	ക്ഷ		କ୍ଷ		क्ष
ju				ജ		ଜ		ज
ts		చ						
z		జ			ذ ز ض ط		ذ ز ض ط	
zh (je)					ژ		ژ	
f					ف		ف	
q					ق		ق	

NOTE.—At the beginning of a word, *ā* may be represented by *au*, *ou*, or *u*, and *ay* by *ai*, *o*, *i*, or *y*. Persian letters *ā* and *ay* are occasionally vowels or consonants, *ā*, when a consonant, is said to be a slight aspirate, *y* has the power of *v* or *w*, and *ay* that of *y*.

In Hindustani, etc., the apostrophe ' is prefixed to a vowel without space to indicate the addition of *ē* to the vowel. In older systems it is represented by the circumflex mark, *â*, *ê*.

The hyphen is used to represent a phonetic connexion as *Abd-ul-'alî* for *Abdul'alî* as pronounced, *Zain-ul-'abidin*, *Zsin-ul'abidin*.

System commonly used for other languages

Roman equivalent	Grantha character	Gujarati	Marathi (in Nagari)	Kaithi (or Hindi)	Bengali	Arabic.
a	अ	अ	अ	अ	অ	*ع -
ā	आ	आ	आ	आ	আ	ا—(final)
û	و—(final)
i	इ	इ	इ	इ	ই	و
ī	०।०	ई	ई	ई	ঐ	ی—(final)
u	उ	उ	उ	उ	উ	..
ū	ऊ	ऊ	ऊ	..	ঊ	..
ri	रि	র	..
rī	रि	র	..
l	ल	ল	...

* Is equivalent to *e* also. E.g., *kalā* transliterated would be *kal'a*.

System commonly used for other languages—cont

Roman equivalent	Grantha character	Gujarati	Marathi (in Nagari)	Kaithi (or Hindi)	Bengali	Arabic.
ṣ	ṣṇ	ṣ	ए	ए	এ	.
ai	ḍṇ	ṣ	ऐ	...	ঐ	...
o	—
ō	ṣṇ	ṣ	ओ	ओ	ও	..
au	ṣṇ	ṣ	औ	औ	ঔ	—
m	ṃ
h	ḥ
k	ḱ	क	क	क	ক	ک
kh	ḱḥ	ख	ख	ख	খ	خ
g	ḡ	ग	ग	ग	গ	...
gh	ḡḥ	ग	घ	घ	ঘ	غ
n	ṇ
ch	ṣṇ	च	च	च	চ	.
chh	ṣṇḥ	छ	छ	छ	ছ	...
j	ṣṇ	ज	ज	ज	জ	...
jh	ṣṇḥ	झ	झ	झ	ঝ	...
n	ṇ
t	ṭ	ट	ट	ट	ট	...
th	ṭḥ	ठ	ठ	ठ	ঠ	...
d	ḍ	ड	ड	ड	ড	...
dh	ḍḥ	ढ	ढ	ढ	ঢ	...
n	ṇ
t	ṭ	त	त	त	ত	...
th	ṭḥ	थ	थ	थ	থ	.
d	ḍ	द	द	द	দ	...
dh	ḍḥ	ध	ध	ध	ধ	...
dth
n	ṇ	न	न	न	ন	...
p	ṭ	प	प	प	প	...
ph	ṭḥ	फ	फ	फ	ফ	.

NOTE.—Before a labial the Anusvara is expressed by 'm'.

* Pronounced as dth in 'width'.

System commonly used for other languages—cont.

Roman equivalent	Grantha character	Gujarati	Marathi (in Nagari)	Kaithi or Hindi	Bengali	Arabic
b	ബ	ಬ	ब	ब	ব	ب
bh	ബ	ಬ	भ	भ	ভ	..
m	മ	म	म	म	ম	م
y	ய	य	य	य	য	ی
r	ര	र	र	र	র	ر
l	ര ല	ल	ल ल	ल	ল	ل
v	വ	व	व	व	ব	
s	ശ	श	श	श	শ	س
s	ഷ	ष	ष	ष	ষ	ش
s	ഃ	स	स	स	স	س
h	ഹ	ह	ह	ह	হ	ه ه ح
ksh	ക്ഷ	क्ष	क्ष	.		* ع
gn		ग	ग			
z						ز
f						ف
w						و

Quarterly Catalogue system—To ensure uniformity the following deviations from the official system are permitted —

n	instead of n	for	न	Tamil and equivalents in other vernaculars.
o	"	oh	"	"
ñ	"	n	"	"
t	"	t	"	Telugu and equivalents in other vernaculars.
th	"	th	"	"
d	"	d	"	"
dh	"	dh	"	"
n	"	n	"	Tamil and equivalents in other vernaculars.
n	"	n	"	Tamil.
r	"	r	"	Tamil and equivalents in other vernaculars
l	"	l	"	"
l	"	l	"	Tamil, also Malayalam.
ś	"	s	"	Telugu and equivalents in other vernaculars.
ṣ	"	s	"	"

* This letter to be omitted at the end of words, thus هودا would be Hodāda, except before a following vowel, when it has the sound of t, e.g., مدينه Medīna, مدينة النبي Medīnet-un-nabī

m	for ° Oriya and its equivalents; also + Nagari.
h	„ ° Oriya and its equivalents; also : Nagari
ri	„ ऋ Nagari and its equivalents in other vernaculars
ri	„ ॠ
l	„ ॡ
t	instead of t for ॢ Hindustani
s	„ ॣ
h	„ ।
kh	„ ॥
d	„ ०
z	„ ॡ
r	„ ॢ
s	„ ॣ
z	„ ।
t	„ ॥
z	„ ०
gh	„ ॡ
k	„ ॢ

Oriental Manuscripts publications —The system to be followed for catalogues to preserve uniformity with those of other provinces differs from the quarterly catalogue system in the following —

ṛ instead of ri for ऋ Nagari and its equivalents.

r	„	ri	„	ॠ	„
l	„	l	„	ॡ	„
l	„	l	„	ॢ	Tamil and its equivalents
n	„	n	„	ॣ	Tamil.
l	„	l	„	।	Tamil, also Malayalam equivalent.

Tamil and Telugu as Sanskrit, with sounds indicated by special symbols as below according to value —

Gutturals	k kh g gh n h ḥ.
Palatals	ç çh j jh ñ; sibilants y ś.
Linguals	t th d dh n; „ r ṣ, also ḷ ṣ ri for Telugu.
Dentals	. t th d dh n, „ ḷ ṣ, also ḷ ṣ for Telugu.
Labials	... p ph b bh m v h, also h for Telugu
Vowels	.. a ā i ī ṛ ri l ṭ ū. Telugu u for ṭ
Diphthonga.	ē ai ō au [and special characters ṣ ḷ, ॢ, ॣ r]

Archæological Publications system —The following modifications of the general scheme may be adopted:—

n instead of n for ण Nagari and corresponding characters in other vernaculars and ण Nagari;

ñ instead of nḥ for ण Nagari and its equivalents,

t	„	t	„	ट	„
th	„	th	„	ठ	„
d	„	d	„	ड	„
dh	„	dh	„	ढ	„
n	„	n	„	ण	„
ś	„	ś	„	श	„
l	„	l	„	ळ	„

r for ऋ Nagari; rh for ॠ Nagari.

m for ° (Anuvāra) Nagari and ° Oriya and its equivalents.

zh or g for ځ, Pushto according to pronunciation.

sh or kh for ڪ

d and dd for د and ڏ Sindhi

n and n for ڪ and ڪ Sindhi.

t and th for ٿ and ٺ

à and acute accents for accented syllables

â, ä, ø, ö, o, u, th and dh for sounds not provided for above which occur in writing phonetically languages like Bengali.

n, ñ, n, n or m for మ Telugu according to position

ā in Korvi

ei instead of ai for எ Tamil and corresponding characters in other vernaculars.

— for letter not pronounced

l instead of l for ल Nagari and allied characters

r ,, r ,, र ,,

sh ,, s ,, श ,,

Imperial Gazetteer system—Vowels a has the sound of a in ‘woman’, ā has the sound of a in ‘father’, e has the vowel sound in ‘grey’, i has the sound of i in ‘pin’, ī has the sound of i in ‘police’, o has the sound of o in ‘bone’, u has the sound of u in ‘bull’, ū has the sound of u in ‘flute’, ai has the vowel sound in ‘mine’, au has the vowel sound in ‘house’

No attempt is made to distinguish between the long and short sounds of e and o in Dravidian languages, which possess the vowel sounds in ‘bet’ and ‘hot’ in addition to those given above. Nor are vowels marked as long in cases where mistakes in pronunciation are not likely to be made.

Consonants Most Indian languages have different forms for a number of consonants, such as *d*, *t*, *r*, etc., marked in scientific works by the use of dots or italics. But this system notes only the following: the Arabic *k*, a strong guttural, is represented by *k* instead of *q* which is often used. Secondly, it should be remarked that aspirated consonants are common, and in particular, *dh* and *th* (except in Burma) never have the sound of th in ‘this’ or ‘thin,’ but should be pronounced as in ‘boathook’ and ‘woodhouse’.

Burmese and some of the languages on the frontier of China have the following special sounds —

aw has the vowel-sound in ‘law’, o and u are pronounced as in German, gy is pronounced almost like *g* in ‘jewel’; ky is pronounced almost like *ch* in ‘church’, th is pronounced in some cases as in ‘this,’ in others as in ‘thin’, w after a consonant has the force of *uw*. Thus, *ywa* and *pwe* are disyllables, pronounced as if written *yuwa* and *puwe*.

The names of some places—e.g., Calcutta, Bombay, Lucknow, Cawnpore—have obtained a popular fixity of spelling, while special forms have been officially prescribed for others.

The Burma Government system is not strictly transliteration—the object is to represent the sound rather than the spelling of Burmese words. The only diacritical marks used are the long accent *ê* to represent the *naukpyit* vowel sound, and the circumflex *ô* when the vowel is followed by a final consonant. In addition to its ordinary use to distinguish the component parts of compound names, the hyphen is used to separate letters when a vowel might be mistakenly pronounced, as, Kya-in. An apostrophe may also be inserted when the pronunciation of a word as transliterated is contracted, as, Pa'daung for Pandaung.

The Cingalese system uses the circumflex *^* instead of the long — for the vowels and the following additional diacritical letters a, â, h, rî, li, lf, n, ñ, t, th, d, dh, d, s, s, ñ, h, ñg, ñj, ñd, ñd, mb. For ordinary publications copy need not be followed, and all except the vowel markings may be omitted.

TYPOGRAPHICAL RULES AND STYLE

COMPOUND WORDS

Two or more words representing one idea or conveying a meaning different from that of the constituent words separately and thus implying a unity of signification are combined to form a compound, either with or without a hyphen

Consolidated compounds —There are no invariable rules for uniformity in the use or omission of the hyphen, as dictionaries are at variance with themselves and with each other, the lack of consistency being generally due to differences in opinion as to the degree of usage which determines whether the hyphen may be omitted. There are, however, definite principles as far as grammar and meaning about which there is general agreement. When the unification and specialization of the combination is such that the word is taken as a whole without reference to its elements and pronounced with a single accent the compound is usually written as one word. This implies that when the compound has but one accent and has from frequent use or derivation become familiar as one word, when one of the separate words has lost its original accent, and when the combination does not cause ambiguity in sound or sense, the elements are usually consolidated without a hyphen, as, footstep, sunflower, sawmill, armchair, kingfisher, ironfoundry, landowner, byword, blackberry, postman, handbook, lawsuit, daylight, foodstuff, motherhood, fourfold, teapot, pathway, everybody, watermark

Hyphenated compounds —The hyphen is usually inserted to render an unusual combination clearer to the reader when the compound has more than one accent, when two or more words represent a single idea, or when the compound is used as an adjective or adverb, or as a compound title as, Blue-green, hard-and-fast rule, never-to-be-forgotten event, peace-loving men, guide-book, re-construction, after-dinner nap, twenty-six, six-and-twenty, coast-lights' dues, by-law (not by the by), head-dress, a first-grade Inspector, a first-class Magistrate, Cuddapah-Kurnool canal, Governor-General (but Governor in Council), Commander-in-Chief, Boy-scout movement. It should always be inserted if the compound is more easily recognized or misinterpretation is possible without it, as, back bone (one behind), back-bone (of the back), backbone (firmness)

As a rule, compounds of the following with words (but not with affixes) take the hyphen: able-, above-, absent-, air-, albumino-, ale-, all-, alms-, amido-, Anglo-, ante-, and anti-, (with proper nouns), arch- (except titles), arrow-, bulbo-, carto-, centre-, cerebro-, cirro-, clean-, cleft-, close-, coffee-, dash-, diamond-, dim-, eagle-, ear-, edge-, faint-, full- (adj.), good-, gelatino-, great-, ill-, last-, know-, lady's- (and all possessive botanical names), so-, seine-, self-, serio-, thin-, triple-, twice-, whole-, well-, wide-.

The primary use of the hyphen is thus grammatical it signifies that the relationship between the two words is closer than if they stood without it or that the relation is less usual than would at first sight appear if the two words were standing unconnected. The apparent similarity of words is no index for the use of the hyphen, e g, 'sub' in subdivision is like that in subordinate an integral part of the word, while in sub-judge, sub-section, sub-inspector, etc, it is in the nature of an abbreviation or independent adjective. The following are the more arbitrary or conventional uses of the hyphen about which there is little scope for difference of opinion —

(a) A hyphen is usually inserted between the elements of the compound when one ends and the next begins with the same letter without modification, as, anti-Imperial, bell-like, dress-suit, dress-shirt, de-electrify, de-educate, eagle-eyed, earth-hunger, earth-hog, ear-ring, re-echo, re-emerge, re-elect, re-enter, re-embark, re-empower, re-enact, re-enclave, re-enthroned, re-establish, re-estimate, re-examine, re-exchange, re-exhibit, co-operative, co-ordinate, shell-less, sand-dune, sword-dance (but midday, withhold, misspent, and others in the general list, where the elements are not intact). Always use the hyphen in preference to the diæresis when two vowels meet

(b) A hyphen is required when a proper name or a word derived therefrom requiring a capital letter is added to a prefix, as, anti-Shanar movement, pre-Darwinian, Anglo-Indian

(c) The hyphen is used to avoid ambiguity in words spelt alike but having different meanings. Such words may be correct with or without the hyphen according to the context, as, recollect (remember), re-collect (collect again). The principal of these are re-ally, re-bound, re-claim, re-coil, re-cover, re-create, re-dress, re-form, re-fuse, re-lease, re-mark, re-present, re-prove, re-solve, re-sent, re-store, re-strain, re-treat, re-turn

(d) The hyphen is also to be used to indicate a difference in sense when the word is more easily recognized or misinterpretation is possible without it, as in cases like He sat drinking-in the sunshine, a-laughing, a-blowing, a-falling, a-growing, a-horseback, a-moving, a-thinking (but afield, afire, afoot). Note the following distinctions a French shoemaker, a wooden-shoe maker, a poor-rate collection, a poor rate collection, five-finger exercises, five finger exercises, all-round man, all round the world, blue-book (official), blue book (colour), dog's ear, dog's-eared book, elephant's-ear plant, after-consideration induced me to go, after consideration I declined, a medical-school inspector, a medical school-inspector

(e) The hyphen to be used in numbers in words below one hundred, as, thirty-one, two hundred and fifty-one, one-and-twenty. Fractions of all numbers take the hyphen, but when more

than two words are compounded to express the numerator and denominator the hyphen is omitted between them, as, thirteen-seventieths, thirty-five fortieths, twenty-nine thirty-sixths, twelve one-hundred-and-twenty-eighths. A whole number and a fraction are not to be joined, as, twelve and a half (not twelve-and-a-half)

(f) Numbers or fractions used adjectively or as ordinals require the hyphen between each element, as, three-quarter length, a two-hundred rupee note, the one hundred-and-twenty-third man, 100-ton gun. It is not necessary in such cases as half an inch, half a dozen

(g) Two or more compound words having a common base take the hyphen after each of the parts, as, in- and out-patients, two-, three- or four-sided, between flood- and ebb-tide

Separate words — Words or phrases which resemble compounds or which are joined in some cases are not however to be consolidated invariably, the position and function of the words in the sentence and the exact shade of meaning having to be considered. The principal reason for making a compound is that such form differentiates the unified term in meaning from that represented by the separate words. They are therefore kept apart—

(1) When an adverb ending in 'ly' occurs before the word it qualifies, as, a nicely kept compound, a badly written paragraph

(2) When the qualifying combination follows the predicate, etc., although it is joined in other positions, as, the truth is well known, a well-known truth, the book is up to date, an up-to-date book, before mentioned, ill assorted, inspector, first grade

(3) When neither element has lost its original significance, as, apple tree, all right, every one

(4) When the first word stands to the second in relation of an adjective denoting its composition, material, etc., or indicating possession, as, leather bag [tool-bag, for tools as (d) above], city wall, paper box (but paper-box, for paper), sample card (sample-card, of samples), stone grinder (of stone), stone-grinder (who grinds stone), acorn shell (of fruit), acorn-shell (bivalve)

(5) When the first component is a participle or a participial adjective, or is in the possessive case, as, packing box, bursting point, blazing fire, Jew's harp. The participle may, however, be connected with a word preceding it by a hyphen according to sense, as, soul-killing work, well-defined programme

(6) When the qualifying words are of foreign origin; as, ante bellum days, ante mortem, ex officio secretary, ex parte, quasi judicial statement, *primâ facie*, post mortem, etc

(7) When street, hill, road and similar terms occur with the name, as Mount Road, Nilgiri Hills.

TITLES, ETC

Courtesy titles and honorifics—Diwan Bahadur, Rai Bahadur, Rao Bahadur, Rao Sahib, etc., to be affixed to names in lists and notifications, but may be prefixed preceded by M R Ry when the person is directly addressed, except in cases of members of the Executive Council or where higher titles or European designations are used when M R Ry is omitted and Rao Bahadur, etc., may follow the name, as—

M.R Ry Rao Bahadur V Ananta Rao Pantulu Garu

The Hon'ble Diwan Bahadur L D Swamikannu Pillai
Avargal, M A , I S O

Diwan Bahadur Sir S Subrahmanya Ayyar, K C I E

The Hon'ble Mr Justice T Sadasiva Ayyar, Diwan Bahadur

Khan Sahib and Khan Bahadur are affixed when such titles are authorized to be used

The prefix M R Ry to be used also in conjunction with Mahamahopadhyaya and Vaidyaratna before names and the affixes Avargal or Garu after the names. These are affixes not to be used with names of Labbais, Marakkayais or Babus. Garu is affixed to Telugu names and Avargal to others. The honorific prefix of 'Sriman' and suffix of 'Mahasayo' should be used in connexion with the names of Oriya gentlemen

For Indian members of the Executive Council adopt 'The Hon'ble Mr', unless they have other titles, 'The Hon'ble Raja', 'The Hon'ble Diwan Bahadur', 'The Hon'ble or Hon' with the name alone to be used only for peer's sons. In lists 'Hon'ble' is abbreviated to 'Hon'. Refer to the Quarterly Civil List for the full names

Indian incumbents of gazetted appointments or of posts carrying a salary of not less than Rs 200, Police head constables, Sub-Inspectors in the Separate Revenue Department, Foresters, Honorary Magistrates, members of municipal councils, district and taluk boards, if Muhammadans to be addressed as 'Sahib Bahadur', if Christians with European names 'Esq', in other cases 'M R.Ry Avargal' or 'Garu'

Other employees in non-gazetted posts carrying a pay of not less than Rs 50 but under Rs 200, and members of union panchayats Muhammadans, 'Sahib' affixed, Christians with European names, 'Mr' prefixed, and others, 'M R Ry' prefixed without affix

Indian gentlemen holding the office of a Justice of the Peace or of a Judge to be addressed as 'Esq'

All honorifics such as M R Ry, Garu, Avargal, Bahadur, Mr, Esq., to be omitted in electoral rolls, indexes, jury and other lists and titles should be restricted as far as possible. The honorific

'Esq' should not be combined with Military ranks or with Indian titles, e g , Diwan Bahadur, Khan Bahadur, etc The proper course is to use only the title with name

Titleholders —For the official form of address and names of titleholders, see the list of 'Titles and Titleholders' appended to the "Quarterly Civil List"—no other form to be used, nor are titles not in that list to be recognized or quoted in official publications

Zamindars, Poligars and Malikhana holders —The names and form of address of holders of these estates not included in the Civil List to follow the list compiled by the Board of Revenue, except that accents are to be omitted in all cases where they are not required by the standard lists of names of persons and places

ABBREVIATIONS.

ABBREVIATIONS IN PRINT —All words to be printed in full, except in footnotes and narrow columns and in the cases mentioned below as restricted Abbreviations of titles, degrees, etc , included in standard lists may be used, unless they appear here in a different form The department concerned is responsible for their accuracy

Special lists of abbreviations are prefixed to establishment lists, etc , in which abbreviations should be resorted to as far as possible to economize space The compiler, not the printer, is responsible for uniformity, etc , of such abbreviations

Abbreviations of names and titles —Initials only to be used for Christian and first names (except in gazette appointments and Civil List) This is the rule for signatures also for gazettes, Government orders, etc., no matter how written, e g , J F Price, not J. Frederick Price Christian names after Sir, Lord, etc , to be in full, as, Sir Murray Hammick (not Sir M) Initials of first names may be retained for Indians, as, Sir V Krishnaswami Ayyar.

Military and other titles before names may be abbreviated if initials or first names are given Lieut-Col H Thomson, Dr T A. Smith, but Lieutenant-Colonel Thomson and Doctor Smith. The distinction between the use of capitals for abbreviations of services and appointments and of small capitals for titles and degrees is to be carefully observed or mistakes may occur, e g , I O M Inspector Ordnance Machinery, I O M. Indian Order of Merit also the use of old English type in special publications (see 'Capitals')

Diwan Bahadur, and similar titles may be abbreviated when they follow the name on the analogy of ordinary titles and designations which are rarely required in full after the name

Hon'ble to be used when followed by the name of the person and also before such words as Advocate-General, Raja of Kollengode, etc , otherwise in full, also cf. honourable friend, honourable mover in full Hon. may be used in narrow columns and always in indexes and lists

Rev or Rt. Rev (not Revd), plural Revs.

Ven to be used if name follows—otherwise venerable

Ampersand '&' to be used only as part of names of companies and firms, but not in enumerations or literary and similar compositions

Bro , Bros , Co , to be used only when following '&', otherwise spell out (Smith & Co , The Mica Mining Company)

I M S —Indian Medical Service, as Colonel Jones, I M S , but in lists, etc , before 25th August 1898, the title Surgeon-Colonel, Surgeon-Captain, etc , without the affix to be used

I S M D —Indian Subordinate Medical Department, with Captain or Lieutenant prefixed

Monsieur may be abbreviated to M (not Mons), use MM (not Messrs) for the plural of French names of individuals Messrs for English firms

M R Ry (not M R R) prefixed to certain Hindu names with Avargal or Garu (see 'Courtesy titles')

Supg (not Suptg) for Superintending, abbreviated after names only

Supt (not Supdt) for Superintendent

Ltd for Limited, but the style used by the firm to be followed

Inc for Incorporated, but the firm's name to be followed

Acts —English Acts to be quoted as 24 & 25 Vict , c 4, s 3, 9 Edw 7, c 4, s 8 (3)

Indian Acts and Regulations in cases where the short title is not used, I Act XII of 1911 M Reg VI of 1903, sec 16 (a) (Bo Bombay, Bu Burma, Be Bengal, Pun Punjab, Ba Baluchistan) *Rep* for repealed See also 'General Notes' on page 121

Ordinances to follow Act style

Books—4to, 8vo, 12mo, 16mo, no full stop

Budget heads to be quoted thus —

REVENUE—

- II Taxes on Income
- V Land Revenue
- VI Excise
- VII Stamps
- VIII Forest
- IX Registration
- XIII Irrigation—Works for which capital accounts are kept
- XIV Irrigation—Works for which no capital accounts are kept
- XVI Interest.

EXPENDITURE—

- 2 Taxes on Income.
- 5 Land Revenue
- 6 Excise
- 7 Stamps
- 8 Forest
- 9 Registration
- 14 Irrigation—Works for which capital accounts are kept
- 15 Miscellaneous Irrigation Expenditure
- 16 Construction of Irrigation Works
- 19 Interest on Ordinary Debt

REVENUE—*cont.*

XVII	Administration of Justice.
XVIII	Jails and Convict Settlements
XIX	Police
XX	Ports and Pilotage
XXI	Education.
XXII	Medical
XXIII	Public Health
XXIV	Agriculture
XXV	Industries
XXVI	Miscellaneous Departments.
XXVII	Currency
XXIX	Exchange
XXX	Civil Works
XXXI	Waterways and Embankments
XXXII	Transfers from Famine Insurance Fund
XXXIII	Receipts in aid of Superannuation
XXXIV	Stationery and Printing
XXXV	Miscellaneous
XXXIX	Contribution and Assignments from the Central Government
XL	Miscellaneous Adjustments between the Central and Provincial Governments

EXPENDITURE—*cont.*

20.	Interest on other Obligations
21	Sinking Funds
22	General Administration.
23	Audit
24	Administration of Justice
25	Jails and Convict Settlements
26	Police
27	Ports and Pilotage
29	Political
30	Scientific Departments
31	Education
32	Medical
33	Public Health.
34	Agriculture
35	Industries
37	Miscellaneous Departments
38	Currency
40	Exchange
41	Civil Works.
42	Waterways and Embankments
43	Famine Relief and Insurance
45	Superannuation Allowances and Pensions
46	Stationery and Printing
47	Miscellaneous
51	Contributions and Assignments to Central Government
52	Miscellaneous Adjustments between the Central and Provincial Governments

Chapter, page or pages, paragraph, volume, even if followed by number, department, Government, Secretary, etc., not to be abbreviated except in narrow columns, year in full—1895 (not '95)

Chemical symbols, as Ba (barium), Ca (calcium), etc., to be used without a full stop Also per cent not italics and no period

Circles, etc.—Roman numerals, as I Circle, P W.D (not 1st Circle, First Circle or 1st Circle) but for Inspectorates—First Circle, etc

Compass points —W, SE., NNE, etc., no periods except at end. Spell out west, etc., in ordinary composition

Cusec=cubic feet per second.

Dates to have the month in full, as 1st January 1911 in text, but for marginal references and narrow columns—

Jan	Feb	Mar	Apr	May	June
July	Aug	Sep	Oct	Nov	Dec

Add st, th, nd, rd (not d) to number of day of month except when it follows the name, as January 1, 1911

instant, proximo and ultimo—not to be abbreviated in text In narrow columns adopt inst, prox, ult

a m and p m immediately connected with figures

The dash — and (not the diagonal sign /) to be used when figures only represent dates, as 24-8-15 '15 not to be used

M E Malayalam era

Degrees of latitude, temperature, angles, etc—use figures and degree mark, as 56° 26' 12" E, 100°, 10 5° below zero

lat for latitude, and long for longitude when with figures

For temperature Fahrenheit is understood, in other cases add abbreviations, Cels for Celsius, C for centigrade, R for Reaumur

Specify also B for Baumé, Twad for Twaddell degrees.

etc to be used instead of &c in all cases

Exhibits and appendices should be lettered in alphabetical order (without a full point) The letters to be repeated if more than 26, as Exhibit BBB Enclosures are to have roman numerals

Grades and classes to be spelt in full, as first grade, second class

Horse-power, when abbreviated, in lower case closed up (h p), when not abbreviated, in lower case with a hyphen between (horse-power)

Languages—Tam, Tamil, Tel, Telugu, Kan, Kanarese, Mal, Malayalam, Hind, Hindustani, Ori, Oriya, San, Sanskrit, L S, Lower Standard, H S, Higher Standard

Law Reports to be quoted as—

I L R, 19 Mad, 238—for Madras Series	I L R, 1 Bom, 17—for Bombay Series
I L R, 8 Calc, 420—for Calcutta Series	I L R, 4 All, 18—for Allahabad Series 12 W R, 45

Money—Rs 10 2a 5p, £10 2s 6d (no space after £), Rs 20 or twenty rupees (not 20 Rs), Rs 20-7-0 (not Rs 20-7), As 2-6 (not 2 as 6 pies), 3 annas If occurring without fractions spell out, as, 3 annas not As 3, 1 pie, not p 1 Rupees, etc, not to be abbreviated as the first word in a sentence The diagonal sign / not to be used to divide shillings and pence or annas and pies 's' not to be added to 'p' to indicate plural of pie

Rx = tens of rupees

l. not to be used for £ except when specially instructed—it then follows the figures without space

\$, the dollar mark, to precede the figures without intervening space, if cents are added use the decimal points, as, \$10 50 For cents alone no abbreviations, as, 75 cents

Number.—No. or Nos before figures or numerals only.

Notes (Secretariat) —Initials of clerks who are not heads of sections, if printed at all, should be at the end of notes on the left hand side, but the names of gazetted officers are printed in full on the opposite side. If the latter write initials and not the full name, the remainder of the name is added only the first time it occurs on a page. In the case of Honourable Members the name is added in brackets. This does not apply to marginal notes where initials will suffice.

Orders and Proceedings to be quoted or referred to as follows, except in lists and notes —

G O No 503, Financial, dated 8th October 1916	G O No 2330 M, dated 1st November 1916
G O No 608, Financial (Separate Revenue), dated 10th November 1916	G O No 2440 L, dated 15th October 1916
G O No 710, Public (Political), dated 1st December 1916	G O No 810 W, dated 14th November 1916
G O No 2330, Revenue, dated 10th December 1916	G O No 914 I, dated 1st December 1916
G O No 815, Home (Judicial), dated 9th September 1916	B P Mis No 450 (Rev Sett), dated 10th November 1916
G O No 2110, Local and Municipal (Medical), dated 2nd December 1916	B P No 50/117-R, Abkari, dated 11th February 1917 (in the text of notes also)

In list of previous papers and references omit 'No' and 'dated', as, G O 450, Public (Marine), 5th August 1916

G O (Government Order), B P (Board's Proceedings), C P (Court of Wards Proceedings), to be used when followed by numbers, otherwise in full, memorandum always in full

G G O Government General Order, Military Department

C O Command Order

C.L Covering letter, in address lines only

Acting, below signatures to be printed in full

cont—continued, not contd, avoid use of conclud

U O Ref with the number. Unofficial reference (or note) alone but "To see u o," etc, lower case

The words Public, Judicial, Financial, Ecclesiastical, Educational, Legislative, Marine, Political, Revenue and Separate Revenue to be in full. L = Local, M = Municipal, P = Plague, W = Works, I = Irrigation, Ry = Railway, S = Sanitary

Police stations and divisions are lettered and numbered (without a point), as, B1, C2.

Section and article if abbreviated in narrow columns, sec. (singular), ss (plural); art (singular); arts. (plural)

Signs and symbols to be restricted to technical or scientific works, but the signs + plus, - minus, = equal to, > larger than, < smaller than, may be used in ordinary works, when they are treated as words in spacing

Weights and measures —cwt qr lb oz. not to have 's' added to denote the plural

c ft (not cub ft), sq ft (not s ft), sq m, acs (but acre always) are admissible in tabular headings and notes only

Acre and cents to be joined up with a decimal point always, as, acs 13 05 Cents alone, no decimal, as, cts 13

ABBREVIATIONS IN PRESS COPY—The following are the only abbreviations and contractions admissible in manuscripts sent to the press Their use is restricted to Secretariat notes, etc The press will print these in full In other works the copy will be returned for shortened words, etc , not allowable in print to be rewritten —

A A	Acting allowance	Ci P	Crown Prosecutor
A A -G	Assistant Adjutant-General	C S	Chief Secretary
Abs A	Absentee allowance	Ch St	Chief Secretariat
Acct	Account	D A	Deputation allowance
Acctt	Accountant	D Ct	District Court
Acct -Genl	Accountant-General	Dept	Department
Adj -Genl	Adjutant-General	Dn	Director
Adm -Genl	Administrator-General	Dist	District
Adv -Genl	Advocate-General	Districts—	
Agri	Agriculture	An	Anantapur
A I	Assistant Inspector	N A	North Arcot
Archdn Ven	the Archdeacon of	S A	South Arcot
Madras		Bel	Bellary
Art	Article	Ch	Chingleput
Asst	Assistant	Chit	Chittoor
Bd	Board of Revenue	Co	Coimbatore
Bd, L R	Board of Revenue, Land	Cud	Cuddapah
Revenue		Gan	Ganjam
Bd, Settl	Board of Revenue, Revenue	Go	Godavari
Settlement, Survey, Land		Gun	Guntur
Records and Agriculture		Kis	Kistna
Bd, S R	Board of Revenue, Separate	Kur	Kurnool
Revenue		Pies	Madras
Bp	Bishop of Madras	Ma	Madura
B P	Board's Proceedings	Mal	Malabar
Cantt	Cantonment	Nel	Nellore
C E	Chief Engineer	Nil	Nilgiris
C Ex	Chemical Examiner	Ra	Ramnad
C I.D	Criminal Investigation Department	Sa	Salem
C J	Chief Justice	S K	South Kanara
C M A	Controller, Military Accounts	Tan	Tanjore
Coll	College	Tim	Tinnevely
Collr	Collector	Tri	Trichinopoly
Comdr	Commander	Vizag	Vizagapatam
Comdt	Commandant	D M	District Magistrate
Commr	Commissioner	D Mun	District Munsif
Com Pol	Commissioner of Police	Dvl	Divisional
Com Pr Cy	Commissioner, Paper	Dvn	Division
Currency		Dy	Deputy
Comsy	Commissary	Ecd	Ecclesiastical Department
Con Pond	Consul, Pondicherry	Edu	Educational Department
Consvr	Conservator	Eng	Engineer
C P	Court's Proceedings	Exm	Examiner
C P T	Chairman, Madras Port Trust	Finl	Financial Department
		Foi	Forest

Furl Furlough
 G.A. Government Agent
 G E Government Epigraphist
 Genl General
 G I Government of India
 G I, C Government of India, Com-
 merce and Industry
 G I, E Government of India,
 Education
 G I, Fin Government of India,
 Finance
 G I, For Government of India,
 Foreign
 G I, H Government of India,
 Home
 G I, R & A Government of India,
 Revenue and Agriculture
 G O Government Order
 G O C IX General Officer Com-
 manding 9th Division
 G P Government Pleader
 G S Government Solicitor
 Govt Governor
 Govt Government
 Hindu Hindustani Translator to
 Government (but Hind for lan-
 guage)
 H M Honourable Member
 Hospl Hospital
 I G J Inspector-General of Prisons
 I G P Inspector-General of Police
 I G R Inspector-General of Regis-
 tration
 Impl Imperial
 Inspr Inspector
 Inspi -Genl Inspector-General
 Insprss Inspectress
 Intld Initialed (to be omitted in
 print)
 J Judge
 JJ Judges
 Jr Junior
 J S Ct Chief Judge, Small Cause
 Court
 Judl Judicial Department
 L A Local allowance
 Leg Legislative Department
 L M Local and Municipal Depart-
 ment
 L R Land Revenue
 L Rds Land Records
 M District Magistrate
 Magl Magisterial
 Magte Magistrate
 Mal Malayalam Translator
 M S G Military Secretary to H E
 the Governor
 M & S M R Madras and Southern
 Mahratta Railway
 Memo Memorandum
 Medl Medical
 Mem Member
 Mily Military
 Mun Munsif
 Munl Municipal Department
 Nil Plan Honorary Secretary,
 Nilgiri Planters' Association
 Offg Officiating
 Ooty. Ootacamund

O P Office paper
 P A, Baplle Political Agent, Ban-
 ganapalle
 P A, Pud Political Agent, Pudu-
 kottai
 P A, Sand Political Agent, Sandur
 P C S. Paymaster, Carnatic Stipends
 P E Protector of Emigrants
 Pen Pension Department
 P M G Postmaster-General
 P O Post Office
 Pol Political Department
 P P O Presidency Port Officer
 Pres M Presidency Magistrate
 Presy Presidency
 Priv Privilege
 Pil Principal
 Probi Probationer
 Prof Professor
 Provl Provincial
 Pyllice Presidency allowance
 Psl A Personal allowance
 P S G Private Secretary to the
 Governor
 Pt B E President, Board of Exami-
 ners
 Pub Public Department
 Public Works papers only—
 W Secretary to Government
 I Joint Secretary to Government
 E I Chief Engineer for Irrigation
 E W Chief Engineer, P W D
 D W Under Secretary
 D E W Deputy Chief Engineer
 D E I Deputy Chief Engineer,
 Irrigation
 A E I Assistant Chief Engineer,
 Irrigation
 R Registrar
 E R Consulting Engineer for
 Railways
 C R Examiner, Guaranteed Rail-
 way Accounts
 D R Deputy Registrar
 A M Agent and Manager, Madras
 and Southern Mahratta Railway
 A Agent, South Indian Railway
 C Deputy Accountant-General,
 P W Branch
 P W D Public Works Department
 R C A Roman Catholic Archbishop
 Rds Records
 Reg Regulation
 Regn Registration
 Regl Registrar
 Rev Revenue Department
 R G Registrar-General of Births,
 Deaths and Marriages
 R J S Registrar, Joint Stock Com-
 panies
 Rt Resident
 S A Special Agent
 Sahr Sarishtadar
 San E Sanitary Engineer
 S C Scot Senior Chaplain, Church
 of Scotland
 Sec Section
 Secy. Secretary

S Engr	Superintending Engineer	Supg	Superintending
Sergt	Sergeant	Supny	Supernumerary
Sett	Settlement	Supt	Superintendent
Shff	Sheriff of Madras	Sur	Survey
Sr	Senior Translator	Surgn	Surgeon
S G	Surgeon-General	Tahr	Tahsildar
S G P	Superintendent, Government Press	Tam	Tamil Translator
S I R	South Indian Railway	T C	Travancore and Cochin
S of S	Secretary of State	Tel	Telugu Translator
St A S	Superintendent, Archæological Survey	Tempy	Temporary
St S	Superintendent of Stationery	Tiy	Treasury
Sumpty A	Sumptuary allowance	U O	Unofficial
Spl	Special	U P A S I	United Planters' Association of Southern India
Spl A	Special allowance	Vety	Veterinary

Abbreviations of instructions for issuing Secretariat papers

D O	Demi-official	A	Paper to be printed in full
U O	Unofficial	B	Not to be printed or copied
F D	Final disposal	C	To be printed or copied with abstract only
Mis	Miscellaneous	Q	To be printed or copied with heading only
MS	Manuscript	P N	Print notes
R	Routine series		
O	Order		

CAPITALS

Capitals are to be used as sparingly as possible, their use as initials being restricted mainly to the following cases —

(a) For the first word of a sentence and of every line in verse, but not a part of a word. Also for the first word of a quotation or extract that is introduced directly or consists of a complete sentence, especially if quotation marks are not employed. A short quotation or remark introduced indirectly in the text within quotation marks does not require an initial capital.

(b) Proper names of persons, places, firms, companies (each word of name except connectives), ships, days of the week and months of the year, Governments or States, Imperial, Provincial and Local when referring to Government or to general finances, departments of Government, such as Finance Department, etc (but not for department referring to a section or subdivision), Revenue returns, etc, courts, such as District Court, Subordinate Judge's Court and District Munsif's Court (but court when standing alone or not designating any particular court, as, the High Court, the courts of law, the lower court, and a village munsif's court), churches, temples, etc, religious denominations and sects, such as Hindu, Christian, etc, castes, and festivals or holidays of religious or other observance.

(c) The whole of geographic or place names, except connectives or descriptive words, even Street, Road, Garden, Hill, Mountain, Province, District, Firka, etc (or their vernacular equivalents) when associated as part of the name, as, Cooum River, the river Cooum, Orange Valley, Orange and Katy valleys.

(d) Titles of courtesy, distinction and honour, as, Sovereign, His Majesty, Defender of the Faith, the King's Most Excellent Majesty, His Royal Highness, Maharaja, His Grace, His Eminence, His Excellency, His Lordship, M R Ry, Rao Bahadur, Khan Sahib, Zamindar of Sivaganga, Jaghirdar of Arni (but zamindar and jaghirdar when without the name) No capitals are required in words like member, as, S W Ramaswami Ayyar Avargal, member of the Tanjore Taluk Board

(e) Specific synonyms of such titles and designations, usually indicated by the article 'the,' also have the initial capital, as, the Governor, the President, a chairman was elected

(f) In formal or ceremonious address similar synonyms of individuals and their pronouns have capitals, as, May it please Your Excellency, My Lord, I am sure, Sir, etc, but such as oh sir, dear sir, your honour, do not require capitals, except in the formal opening to letters, as Dear Sir, Dear Friend No capitals are required except at the beginning of a line for By order, True extract, Your obedient servant, before signatures

(g) Official designations and names of the higher posts and appointments such as The Right Hon'ble the Secretary of State, Governor, Member of Council, Honourable Member (but honourable friend, honourable colleague), Members of the Board of Revenue, Secretaries to Government and Board of Revenue, Judge of the High Court, District Magistrate, District and Sessions Judge, Collector (as a district head) in all cases Appointments like Sub-Judge, District Munsif, Deputy Collector, District Forest Officer, District Medical and Sanitary Officer, Divisional Officer, Tahsildar, Deputy Tahsildar, Sub-Magistrate, Subdivisional Officer, etc, take the capital when preceded or followed by names of persons or places and when they refer to a particular officer, but have small letters when they are spoken of as a class, or no particular individual is specified Lower grades have no capital

(h) The first and important words in the names of political or legislative bodies, societies, associations, corporations, etc, such as House of Lords, Madras Legislative Council, Indian National Congress, Board of Trade, Board of Revenue, Corporation of Madras, Municipal Council (of Tanjore) or (Tanjore) Municipal Council, District or Local Board of (Coimbatore) or (Coimbatore) District Board, Taluk Board of (Chingleput) or (Chingleput) Taluk Board, also the Council if referring to a particular council But if reference is made in general terms without specifying particular councils or boards, capitals are not to be used, as, the administration of district boards improved

(i) When the full name of a particular body, association or place or other proper name is not given, the specific descriptive word or distinct synonym thereof requires a capital, as, the Club, the Parliament, the Council, the Tropics, the Orient, the Presidency This applies also to important events and epochs, as, the

Dark Ages, the Deluge When the reference is indefinite (usually indicated by a or an) the capital is not needed, as, a club is being formed

(j) The first and important words (usually nouns) in the titles of books, articles, periodicals, lectures, plays and poems; also in the headings of chapters, forms, statements, reports and enclosures, descriptive lines for illustrations, etc., but participles, adjectives, articles, prepositions and other connecting or qualifying words included in such titles should not have the capital, as, Statement of Prices of the superior Food Grains during the official year, On the Education of the Middle Classes, The Book of the Madras Exhibition The exact title of books should usually be followed, but in the case of newspapers, etc., the definite article beginning the title does not require a capital, as, see the *Madras Mail* This practice as to the omission of capitals from connectives and the introductory article applies also to names of associations, firms, places, persons, titles, etc., as, the Atlantic Ocean, The Atlantic, the Chartered Bank of India and China, The Connemara, the Connemara Hotel, Tam o' Shanter, The Nilgiris, the Nilgiri district

(k) Abbreviated titles, names or synonyms of the nature of titles of publications used in a special sense, as, Act, Bill, Regulation, Order in Council, Government Order Also divisions thereof, such as Appendix, Enclosure, Schedule, Volume, Chapter, Part, when followed by an enumerating letter or number

(l) For the Bible and names and synonyms of or indirect references to sacred books of all religions, as, the Koran, the Granth, the Vedas, the Inspired Word, Scriptures

(m) All personal pronouns referring to His or Her Imperial Majesty the King or Queen

(n) The pronoun I and the interjection O in all cases, but not oh except at beginning of sentence

(o) Names, synonyms or attributes of the Deity, as Creator, Providence, Heaven, and the pronouns He, Him, His, Thee, Thou, Thy referring thereto, but not who, whom, whose and which

(p) For proper adjectives and other words derived directly from place or personal names when the original signification is retained, the sense of origin is not obscured by familiar usage, or the idea of possession still predominates, as, Indian nation, indian corn; French towns, french polish This applies to religious and political bodies, as, Catholic, Radical, Tory.

(q) Abstract qualities personified or used in a special sense, as, O Death! where is thy sting?

(r) In botanical, geological and zoological names, the first word, also the genus and the species names when derived from a personal or place name, as, *Tectona grandis*, *Sedum Andersonii*.

(s) In compound words each part to be capitalized as if separately printed ex-President, un-English, Lieutenant-Colonel, pre-Raphaelite, Vice-President, Anglo-Saxon, Vice-Chairman of the municipality.

(t) Abbreviations of all words requiring capitals when spelt in full, also such conventional uses as A D, B C, M E, A H, M S, M S S, P S, N B, N E, N N W (note position of points), O H M S, Dr, L S, R. S V P, postal district abbreviations, as E, S C, etc, but not a m, p m nor o'clock

(u) Initials of official designations, services, etc, after names; as A D C, V H S, J P, I C S, I M S, I S C, R A, R E, I S M D, R I M, I A, abbreviations of titles, degrees, etc, when alone and not following the name, as, He is a B A, In a few special cases capitals and small capitals denote a distinction in meaning, as, A D C, Aide-de-Camp to the King, and a d c, an ordinary Aide-de-Camp In military publications, too, black type is often used in the following cases **A D C** (Aide-de-Camp General to the King), **R H P**, **R H S**, Honorary Physician or Surgeon to the King (but V H S to the Viceroy), **R H C**, **V C** Initials of honours, titles, orders and degrees should be in small capitals, and abbreviated words for such titles in ordinary type, thus, Sir John Bailey, Bart, C I E, M A (Oxon), I C S Note the sequence titles, academic degrees and then services, the higher of each first

(v) For chemical symbols, as H (hydrogen), Pb (lead), but not for such terms spelt out

(w) Rs, As or Pies appearing singly before figures, but lower case after them, as, Rs 30, 30 rupees

(x) In series and indexes for the first word after the subject heading, even if run on after a comma, as, Pension, Awarding a good conduct — to sepoys, Irulas Rights of This special use does not apply to indexes to ordinary manuals, etc, when the capital is not used, except after the full stop or dash

(y) Follow the capitals in the copy when reprinting Royal Orders in Council (as in Our Trusty and Well Beloved Servant, Lords Spiritual and Temporal), and in any reprint that is issued as a separate work, also in new work when instructed generally or specially by the department

Capitals are not to be used—

(1) For nouns, adjectives or qualifying words derived from proper names which by usage have become common (especially if they specify trade products or processes), which are compounded with prefixes or affixes, or of which the original signification has become lost or obscured, as, americanized, anglicized, arabic figures, arctic regions, bengal gram, bologna sausage, boycott, bowie knife, brussels carpet, brussels sprouts, china, chinese blue, china clay, castile soap, christianize, cisalpine plants, delftware,

doily, frenchified, french polish, guernsey, hansom cab, herculean strength, holland blind, harveyize, inverness cape, roman, gothic or italic type, italicize, india ink, india matting, indian corn, indian red, india rubber, japanning, japanize, levant, latinize, latinity, laconic, majolica, manila paper, morocco leather, macadamize, mercerize, merino, navy blue, oriental rug, plaster of paris, paris green (but Paris fashions), pasteurize, plutonian, prussic acid, prussian blue, platonic affection, quixotic ideas, russia leather, roman numerals, romanized, subtropical, satanic, stepney wheel, turkey red, tropical climate, tantalize, transatlantic, titanic, venetian blinds, vulcanized rubber, wedgwood ware, wellington boots

(2) For seasons of the year and points of the compass when spelt out fully

(3) For such words as city, town, district, division, sub-division, taluk, firka, village, desam, amsam, union, zamindari, street, etc., when not used with the name for specific identification

(4) For the word council (except when it refers to a particular council or to Executive or Legislative Council), civil or criminal court, society, administration, association, committee, commission (except Royal Commissions), company, institute, municipal councils, district and taluk boards when not preceded or followed by names, police, railway, abkari, excise (unless occurring with department or name, as Madras Police)

(5) For the words member (of local boards), municipal councillor or commissioner (of municipalities) and (except in lists) the names of occupations and of lower appointments in Government service, as jailors, inspectors, sub-registrars, taluk magistrates in all cases, also the words temporary, probationary, acting and officiating

(6) For the words rule, article, section, clause (when alone or followed by a figure), budget estimate, revised estimate, and for words like the following in headings, titles, etc., and, as, at, but, by, for, from, if, in, of, on, or, then, the, to, with

(7) For district gazette (or gazette) unless the exact title is specified

(8) For d', da, de, della, di, du, Dutch van, the Italian da, della, de or di, German von, before personal names as in continental practice when preceded by forename or title, e.g., Comtesse du Barry, M d'Orbigny, but use capitals when anglicized or when appearing alone, as Mr DeSilva, Van Tromp Follow original in signatures as far as capitals are concerned

SMALL CAPITALS

Use small capitals for—

(a) The first word of a chapter (if paragraphs are not numbered), the first word in official and private advertisements in the Gazette, and the first word in the preamble to Bills and Acts

(b) In Legislative Council and Committee's proceedings for names of honourable members present, the name of the interpellator or speaker (as Mr T RICHMOND, or the Hon'ble Diwan Bahadur P RAJAGOPALA ACHARIYAR Avargal, &c., only the name proper and not the title to be in small capitals)

(c) Headlines to Government Orders, letters and despatches, names or members of the Board of Revenue in proceedings, names of writer and addressees, if any, at head of letters, Secretary's or Under Secretary's names, the word 'enclosure,' 'appendix' or 'annexure' occurring before order or resolution (but in capitals after final order or resolution), the words 'Read' and 'Abstract,' the first word of a despatch abstract

(d) Major budget headings in the text as I LAND REVENUE

(e) Important words in the body of agreements, notifications, orders, etc., which are marked for thick type or emphasis when italic has been used for other purposes

(f) Principal side headings to paragraphs when the subsidiary headings are in italics

(g) Units of quantity, money, etc., when placed over figure columns (To be close up to figures and heading line in solid tables)

(h) Printer's imprint, principal divisions, such as CHAPTER I etc., the word 'page' in contents, for subject headings at the beginning of paragraphs, shoulder notes, and for list of plates, etc., for a summary or synopsis if short

(i) Complimentary addresses at the beginning of a letter or despatch, such as, MY LORD, SIR, DEAR SIR, etc., also in memorials and petitions, as MOST RESPECTFULLY SHOWETH

(j) Names of places in date lines (except in gazettes), and for signatures in Government Orders and Board's Proceedings

(k) Initials of orders, degrees, societies, etc., after names, such as, C S I, F R C S, PH D, D S C, etc., except those mentioned under 'Capitals'

(l) Date in numerals as MDCCCXIV

ITALIC

Italic (indicated by one underline in manuscripts) is to be avoided as much as possible. It is to be used in the following cases except in Acts and Bills where italic is employed for special purposes —

(a) For names of authors or authorities when run on in the same line after extracts, cases cited in Law Reports and in the judgments of the High Court, etc.

(b) For titles of newspapers, periodical publications and magazines in the text, as *Fort St George Gazette*, but not in lists nor when the full titles are not quoted; as, Published in the Fort St George and Tanjore district gazettes Names or titles of books, articles, chapters, the subject of notes or orders, etc., to be in ordinary type within double quotation marks

(c) For botanical and zoological genera and species and similar scientific names only when the common names or explanations appear in conjunction therewith, but to be in roman in lists of such names, tabular statements, etc

(d) For such words as *read, for, substitute, cancel, delete, omit, insert, add, deduct* in errata, amending Bills, etc Also for *Explanation, Illustration*, etc., in Acts and Bills

(e) For original additions or amendments to a Bill or draft, if necessary to indicate later amendments thick type or brackets may be used

(f) For lower case letters used as references when explaining diagrams, for capitals use roman, as Fig A, points *d e f*, the angle *xyz*

(g) For *Foreign and Vernacular words*—Short phrases and sentences quoted *literatim* in the text, also single words in infrequent use and not included in the separate lists in this Manual, to be printed in italic without quotation marks long extracts, etc., in such languages to follow the practice of quotations in English All words of these classes, whether included in these lists or not, that are followed by a parenthetical explanation or translation to be in italic unless they are enclosed within quotation marks or unless they appear in special works, such as those on languages, etc., where they are numerous and do not require distinctive treatment Translations or transliterations accompanying words in vernacular characters to be in ordinary type—not italic

(h) For distinguishing English and foreign words spelt alike, with the exceptions noted under (g), such as *cachet* (a packet), *cachet* (a seal), *pension* = allowance, *pension* (French = boarding house, or when foreign spelling is adopted instead of the anglicized for words of similar import, as, *employé* (male clerk only) but *employee* (generally), *dépôt*

(i) For designations below formal signatures but not in the text

(j) For side-headings to paragraphs and the first heading to tabular work (one size larger than the statement type), the continued lines being in roman, for subject-matter and names of speakers at top of each page of the Legislative Council Proceedings (Madras and not Imperial), date lines in gazettes, also in reprints of Acts for the dates of passing, etc., when as a catch-heading at the side under the title

(k) For emphasis when a few words are underlined in the manuscript but not for long extracts

(l) Red ink headings in Secretariat manuscript notes are to be printed in italic, omitting the square bracket entries

Italic is not necessary in the following cases:—

(1) For words of foreign origin which have become anglicized or are in frequent use (see page 29)

(2) For long quotations in foreign languages

(3) For translations of words printed in vernacular characters

(4) For abbreviations like Bart, Oxon, etc, after names, titles and degrees

(5) For words for which italic is ordinarily admissible occurring in a paragraph of italic—they are to be printed in roman type

(6) These rules for the use of italic do not apply either to lines printed fully in capitals, small capitals, black letter or thick types, as headings, etc, in which cases the distinction is to be ignored, except that names and titles for which italics is usually employed are to be quoted, and that 'and' connecting two subjects is printed in italic capitals in headings to Council Proceedings

(7) The instructions regarding italic type do not apply also to indexes, contents, lists in columns, and marginal notes, except that italics may be used to distinguish side headings. Series and abstracts, however, follow the ordinary rule

(8) In Secretariat notes an underlined passage which forms the subject of marginal comment or instructions should, if it exceeds a single word or group of figures, be printed in ordinary type with a line below. Italics will be used for ordinary purposes of emphasis, and departments should while editing the manuscripts indicate where italics are required. The asterisk, etc, should be used for brief marginal references, such as the correction of a figure or an explanatory remark, without underlining

(9) Letter spacing of important transliterated names may be substituted for italics in works on epigraphy, etc, when small capitals and italics are used for other purposes

Italic punctuation points to be used between italic words and after the italic portion only when the point pertains to the italic part and does not affect the sentence in which it occurs

Vernacular italics—When it is necessary to indicate italicized or underlined portions of Bills, etc, in English which are translated into vernaculars, italic is represented by placing the words between brackets [], a footnote to that effect being added to the first page

FIGURES AND NUMERALS

Spell out numbers in text matter such as—

Numbers which can be spelt as one word without a hyphen, i.e., those under twenty-one, also thirty, forty, fifty and even tens up to ninety, but follow one style for all numbers in connected

groups, giving preference to figures where both are admissible, as, 18 to 24, six men and ten women, 6 men, 10 women and 22 children. Figures to be used for all such numbers contrasted in reports, as, 8 and 33 against 6 and 12 last year, etc. Also in all works when there are groups of more than three which are ordinarily spelt in full if occurring separately, as, we found 2, 4, 12, 7 and 8 dogs in separate batches.

All numbers occurring at the beginning of a sentence. If there are two or three related enumerations spell out all, but if more, spell out the first group only. This rule does not apply to questions and answers in evidence, as, *Q* 50 prisoners, he said, how many do you say?—*A* 60.

When specific numbers are not stated, as, From fifty-five to sixty-five people, Nearly two hundred years ago, I have said so a hundred times, Between one and two thousand soldiers. Also when mentioned by way of illustration, as ninety-nine cases out of every hundred, etc. If a sentence contains both indefinite and definite enumerations, spell out the former only, as, three or four thousand rupees were wasted out of the allotment of Rs 10,125.

The number of days and months in leave notifications, as, furlough for one year, two months and twenty-one days.

Fractions up to one-twentieth isolated without whole numbers; as, one-tenth, three-fourths (not quarters). See 'Compound words'.

Ordinal numbers (except in dates and summaries), as, the twenty-second time, first grade, second class, second edition, Eighth Annual Report, seventh tour, Tenth Street, Third ward, etc.

Age and duration of time, as, He is twenty-six years old, nineteenth century, in his eighteenth year, except in tabular matter, voters and similar lists.

Numbers and dates in legal documents to follow the original. These are often repeated in words between parentheses to ensure accuracy.

To avoid confusion when two sets of numbers occur together, as, twenty-two 38-h p engines, not 22 38-h p engines, twenty-five 100-rupee notes.

In statements of clock time, such as half-past three, or ten minutes to four, etc., also when a m or p m does not follow a figure, as, seven o'clock in the morning, etc.

Numbers higher than 1,000 when printed in words to be expressed thus. One thousand two hundred and ninety, not twelve hundred and ninety, except for years or other numbers in which the comma marking the thousand would be omitted if figures were used, then adopt nineteen hundred and fifteen.

Use figures in the following cases —

For all numbers above 20 (except thirty, forty, etc., to ninety) or numbers occurring in groups

For numbers compared or contrasted

For numbers of any amount containing decimals or fractions, as, 90 5, $6\frac{1}{2}$ (*Note*—No decimal, no matter how many figures it contains, is plural) If no unit is present the cipher to be inserted always, as, 0 45, not 45 Omit the ciphers for cents where there are none, as, \$125, not \$125 00, but 125 05 Align decimal points in columns Ciphers not to be used alone in figure columns substitute leaders or blanks except when there are fractions, as, *s* and *d* following £, *a* and *p* after Rs., etc

For money (Rs 12–8–4 or As 8–4, Rs 8, but 9 pies, etc), weight, measure, distance, dimensions, degrees of latitude, heat or gravity, scores in contests, general statistics, serial numbers, folios, moment of time (4–32 p m—use en dash and not hyphen) and for house numbers and addresses

For chemical formula close up without space, use inferior figures when following symbols, as, $H_2SO_4^2$

For percentages, as, 45 per cent—no hyphens

For official years use 1910–11 (en dash) except when there are two ciphers, as, 1899–1900 (never 1901–2) For periods of years when the dash represents ‘and’ or ‘to’ in full, use figures, as, 1910–11 (en dash), 1910—15 (em dash) The latter is, however, better expressed by 1910 to 1915, but copy may be followed by the press

The same principle applies to other numbers, as, Nos 2460–61, 2469–70 (en dash) and 2460—69 (em dash)

Numbers or sums of money employed as qualifiers or adjectives, as, 10-foot rule, 8-story building, 6-inch gun, a 3-maund bag, a 4-anna coin, a 300-rupee typewriter

For paragraph, clause, article, section and rule numbers, as, in section 24, rule 20, etc (but the nineteenth section), and within parentheses for subsidiary clauses, etc To be in thick type for Acts and Bills only [Use full point after 1, 2, 3, etc., but not after (1), etc.]

For all numbers in tabular statements and enumerations

For Bills, as, Madras Bill No 2 of 1892

For Acts of Parliament, thus 33 & 34 Vict., cap 10, secs 14 and 15, Geo III, cap 6 (See also ‘Acts,’ and ‘Numerals’ below)

In Indian Law Reports, etc., thus I L R., 16 Mad., 257, etc

For contrast in specifying scriptural text and other authorities and references, as, Genesis xv, 24, Plate III, fig 6

For votes and ballots; as, 6 for and 10 against.

For dates, except in legal documents (use always 12th May 1914, not May 12, 1914 nor May 12th, 1914), for pages, use 16–17, 322–23, 111–1v (en dash) if subject is continuous from one to the other, but if references are disconnected, then pp 6, 7, 18–20, 320–26, 11—x (em dash) A good alternative is p 16 sq if the reference is to two pages only and pp 18 sqq when the reference is to more than a single page following

For numbers in marginal notes and narrow columns, which are usually spelt out in the text

Numerals in capitals—

For numbers of Acts and Regulations of Indian Legislatures, books and numerical adjectives after names of monarchs, as, Act VII of 1890, George V (or George the Fifth) not George Vth

For contrast with arabic figures or with letters, as, class II, section 2, group VI, form 6, Appendix H, Enclosure X

For Public Works divisions, as, V Circle

For headlines in numbering papers in Government Orders and Proceedings, also for enclosures, plates, schedules, groups of standardized forms (but not form numbers), volumes, parts and chapters of a work See also 'Exhibits,' page 105

For numbering major budget heads under Receipts, as shown under 'Abbreviations'

N B—No full point is required after a numeral in an ordinary sentence

Numerals in lower case roman and not italics—

For folios of preliminary matter or supplements (without parentheses)

For sub-paragraphs, clauses, sections or divisions (between parentheses), the gradation to be preferred is 1 (i), (a) for three sub-sections, etc , 1 (i), (a), I, for four, and 1 (i), (a), I, (1) for five, with the addition of (A) if more are wanted Greek or roman lower case letters are not to be employed for this purpose Roman numerals in capitals are out of place for the main section, clause or paragraph numbers

For quantities in Medical works

For contrast with capital numerals and figures

Punctuate figures thus 1,975, £23,126,270, Rs 2,31,26,270, for thousands of rupees (omitting 000) Rs 12,26, for rupees (omitting tens) Rx 1,26,27 (Note that punctuation for crores and lakhs applies to rupees only and not to quantities) No punctuation in year (1895), in G O numbers (No 1268), decimals (10 12), page 1167, or rule 1210 Decimal points to be used for budget figures expressed in lakhs, 78 57 lakhs Omit all commas also in built fractions, as $\frac{2}{10000}$

No punctuation is required for numerals, but to facilitate reading a hair space may separate the groups, as, MDCXIX

For numbers in words use commas, as, Two million, one hundred and twenty thousand, three hundred and fifteen One lakh, twenty-three thousand and sixteen rupees were spent

DIVISION OF WORDS

(a) Division at the end of lines to be avoided as far as possible When a word must be divided, the part left at the end of a line should suggest the remainder which follows in the next line, so the division selected should, if possible, coincide with the pronunciation and the derivation, as photo-graph, puritan-ism If this is not feasible, adopt the division which indicates the accent, as photog-raphy, abun-dance, inter-est, respon-dent, corro-dible, pre-sent (verb), pres-ent (adj), criti-cism, philos-ophy, musi-cal, practi-cal, produc-tive

(b) The rule that the division at the end of a line should indicate to some extent the part commencing the next line is of importance in words in which more than one good division is admissible, as, episco-pal (not epis-copal), happi-ness (not happiness), exalta-tion, imagina-tion, but do not divide 'able' or 'ible' in words ending with those terminations

(c) Divide compound words at the junction of their constituent parts, as, spell-bound, story-teller Do not divide compound or 'double words' containing a hyphen, except at the compounding hyphens, unless they occur in narrow columns or marginal notes, as, good-looking, roller-maker, not good-look-ing, rol-ler-maker

(d) Divide vernacular words in ordinary type as far as possible 'on the vowel', as, abhi-shayam, Gokula-shtam Two consonants not expressing one sound may be divided, as, Heb-bal

(e) With other foreign words follow the rule of the language concerned, as, correspond-ent (Eng), *correspon-dant* (Fr)

(f) Letters representing a single degree, title, service, etc., as K C I E, I C S, are not to be divided in any case

(g) A group of figures representing a single amount of money, measurement, etc., and connected signs or symbols ordinarily printed without intervening space, not to be divided, as in 10- s, Rs 1,500,— 10, £— 5,100, nor should fractional parts be placed in the second line If this cannot be avoided, the fractions should be treated as separate words, as, for Rs 14—7—6 use Rs 14/7 annas and 6 pies, Acs 1,416 16, Acs 1,416/and 16 cents

(h) Abbreviations like Rs, p, pp, sec, or No may in special cases be separated, but they should be placed in the same line as the connected figures if possible

For typographical reasons and to assist legibility *avoid* the following even when the division is logically correct:—

(1) Two-letter divisions such as 'en,' 'ed,' 'or,' 'in' except in very narrow measures, and three-letter when admissible only by the addition of 's' to form the plural, as hor-ses, circumstan-ces

(2) Division of words of less than six letters

(3) Division of the last word of a paragraph unless it is of more than four syllables

(4) Divisions at the ends of three or more successive lines

(5) Division at the end of the last line of a page, especially the right-hand page

(6) Divisions in bold display lines alter the length of the lines in headings to avoid such divisions

GENERAL AND SPECIAL RULES

A or An—*A* to be used before words beginning with a consonant, aspirated 'h' or a vowel having a consonant sound as the 'y' in 'union' and 'w' in 'one'

An is used before a word commencing with other vowels or a silent 'h', it may also be used before a sounded 'h' followed by an unaccented syllable, but this use is becoming uncommon

The following are examples —

a eulogy	a humble	a useful
a euphony	a one-sided	a usurper
a European	a oneness	a Utopian
a ewe	a unanimity	an habitual
a ewer	a unanimous	an heir
a herb	a unicorn	an heirloom
a herbal	a uniform	an historical
a heroic	a union	an honest
a honorarium	a unique	an honour
a hope	a unison	an hotel, -keeper
a horse	a unit	an hour, -glass
a hospital	a universe, -al, -ity	

Acts—Quotations of the names of Acts to follow the 'Short titles' given in the "List of Acts and Regulations," published annually by the Legislative Department, omitting the initial definite article, as Police Act, 1861, Land Improvement Loans (Amendment) Act, 1889 For style when number is quoted see 'Abbreviations'

Botanical names and economic products follow the spelling of the scientific names in the Madras Agricultural Department Bulletin No 24, or "List of Trees and Woody Climbers," 1914. If they do not appear therein, follow the "Dictionary of Economic Products of India" or "Hooker's Flora of British India." The vernacular equivalents given in all these publications must however be modified to agree with those in this Manual and with the official transliteration, particularly in the substitution of the long vowel for the acute wherever it occurs and in giving preference to the popular spelling, such as cholam for *shólam*.

Dates shall ordinarily be for calendar years. If given for fash or other special year, the corresponding calendar year and the day and name of English month shall also be given within parentheses. Figures are not to be printed instead of months, except in Secretariat notes.

When abbreviated dates are added to signatures or initials, the year as well as the day and month are to be shown (see also 'Figures' and 'Abbreviations')

Ellipsis—Indicate omission (1) of part of a word by a short dash, (2) of words in a paragraph by three full points separated by an em space (including the last point, if any), (3) of whole paragraphs, etc., by a full line of asterisks (six for 35 ems size and three for half size) with equal space between. Omissions in Press editions of Government orders may be indicated by asterisks, if not otherwise marked.

Indices and alphabetical lists—Hindu names to be arranged according to the personal names.

Languages—Observe the following order in arranging matter in lists, indexes or appendices: (1) English, (2) Tamil, (3) Telugu, (4) Kanarese, (5) Malayalam, (6) Hindustani, (7) Oriya, any other to follow alphabetically.

Mathematical work—Print the lower case letters in italics and the capitals in roman. The whole matter should be centred if in separate lines, the = symbols being ranged one below the other, but if part has to be taken over to the next line the break is made before an =, a — or + sign, a thick space to separate the signs from the quantities. Whole numbers need not be punctuated, as 13500 not 13,500.

Reference marks—Ordinary figures or letters should not be employed for this purpose as they lead to ambiguity. Use *, †, ‡, §, ||, ¶ in order given; duplicate these when there are more than six notes, as **, ††, etc.; for more than twelve use three, as ***. Superior figures may be employed if the references are very numerous and run throughout the work but never for mathematical work.

Reference marks are to be placed, as regards punctuation, according to the sense. If a single word, say, is extracted and referred to, the reference must be placed immediately after the word extracted and before the punctuation mark. But if an extract be made which includes a complete sentence or paragraph, then the reference mark should be placed outside the last punctuation mark.

Repetition of words to be indicated by double commas if all lines can be indented to keep the words for which the commas are substituted clear of other matter without waste of space. When this cannot be done, 'Do' to be used for repeated remarks and descriptive matter longer than six letters. 'Ditto' is not to be substituted in any case. Figures are to be repeated except in date lines, also words and abbreviations of less than six letters.

For indexes and contents space obtained by extra indentation is the best substitute for the side-heading. Long dashes formerly in vogue to represent 'do' are not to be used. In such indexes, etc., which are re-made up and issued in more than one form the subject heads are to be repeated in full in all cases.

Reprints—The 'style' as to spelling, capitals, etc., of reprinted orders, letters, reports, etc., connected with a Government order, Board's Proceedings or similar paper is to be made uniform according to these memoranda, but when such papers are reprinted separately the style of the original to be followed.

Reprints of Acts, Bills and Notifications of other Governments, and the manuscripts of Old Records, Indexes, Petitions, Examination Lists and Electoral rolls to be followed exactly even as to misspellings.

Rulework—Except in blank job forms, column lines are not required (1) for matter consisting of three columns and less, (2) to separate annas and pies column, lb and oz, s and d, acres and cents, etc.

Special expressions—The expression 'Indian Christian' to be used instead of 'Native Christian' in all official correspondence and returns but, as it is advisable that the words of Acts should be adhered to until the law is amended, such words as 'Native Christians' occurring in marriage licence notifications and similar works should not be altered.

The word 'Indian' to be used instead of the word 'Native' whenever the sense can be equally clearly conveyed by the use of either term, except in such phrase as 'Native States'.

Roman Catholic Archbishop not to be styled 'Archbishop of Madras' but 'Roman Catholic Archbishop of Madras'.

'Roman Catholic' and not 'Catholic' to be used to designate the Roman communion and its authorities.

'Signed' or 'Initialed' before names in manuscript not to be printed, except in High Court's notifications over the signature of Judges.

'By order' is not to be printed under any endorsement, memoranda, or other communication between Secretariat departments.

'Government' and 'Government of India' are always used in a plural sense, while a singular verb and pronoun are used in the case of Board of Revenue, Local Boards, Municipalities, Corporation, Committees, Companies, Firms, etc

The expression 'Government in this department' is to be avoided.

'His Excellency the Governor in Council' to be employed in Gazette notifications.

For the names of local bodies the following style is to be adopted President of the Tanjore Taluk Board, Chairman of the Adoni Municipal Council, etc, not Chairman, Municipal Council, Adoni See also 'Capitals'

'Article' to be used only to denote divisions of an order of His Majesty in Council 'Section' to be reserved for divisions of Regulations, Acts and codes These restrictions are not observed by the Accountant-General for divisions of compilations such as the Civil Service Regulations and Account Codes

Weights and measures—Unusual vernacular terms for these must be followed by the English equivalents

LAW REPORTS

Special style—Description of case, 'Appellate Civil,' etc, to be in pica, or 12-point, capitals in one line in centre

Names of presiding judges to be in small pica, or 11-point, italics in centre

Names of suitors to be in long primer, or 10-point, capitals, their description in small capitals, 'v' in italics

Date of case to be in brevier margin opposite to first line of plaintiff's name, the names of months being in full, principal suitors' names in small capitals as shoulder note in line with first line of text of each page of that case, 'v' in italics

Introductory notes to be in brevier italics, first line full out, the other line in centre, but when more than two lines, second and succeeding lines indented two ems.

Summary of case to be in brevier, ordinary paragraph form, the word 'Held' in italics in separate paragraph, but the paragraph immediately preceding it to end with a colon.

The initials words of each report to be in small capitals full out

The side head 'Judgment' at the commencement of the High Court judgment to be in small capitals indented an em and a half; but if the judgment is given by different judges, the names of the judges also in small capitals.

Decisions, or findings of other courts, in whole or part, extracts from Acts, books, or reported cases to have double quotation marks at the commencement and end but not at the beginning of each line.

Passage in High Court judgments marked to be under quotation to have double side quotations at the beginning of each line

Interruptions or questions of judges, etc., to be in brackets (without quotation marks) with the name of the judge in small capitals.

All names of books, treatises, etc., to be within single quotation marks

Names of counsel employed to be in italics with 'and' in roman, unless forming part of the name of a firm when ampersand (&) in italics should be used, names of cases cited to be in italics

Foreign words and phrases to be in italics, except those in common use, but in the italic introductory notes to be in roman

Ordinary vernacular words to be in roman, but those of rare occurrence when followed by a parenthetical explanation to be within single quotation marks

Names of judges and other persons mentioned in the text to be in ordinary type

The nature of suits and petitions, e.g., Original Suit, Civil Revision Petition, etc., when accompanied with numbers in the text to begin with capital letters

All numbers above ten to be in figures, also all numbers when they represent money, dates, sections, rules, articles of Acts, books or judgments, but ordinal numbers, to be spelt out, as 'fifth defendant,' 'twenty-second appellant,' etc

Copy to be followed in the spelling of the names of suitors, of people and places except when they are not uniform in a case

Abbreviations such as the following to be adopted —

J for Judge, C J for Chief Justice, JJ for Judges, I L R for Indian Law Reports, Calc for Calcutta, Mad for Madras, Bom for Bombay, All for Allahabad, Hon for Honourable, etc

Quote English Statutes as follows —11 & 12 Vict, cap 87, don't repeat the word "chapter"

In Letters Patent substitute 'article' for the word 'clause' or 'section'

The words 'section' or 'sections', 'schedule' and 'article,' to be printed in full unless preceded by name of any Act or regulation in the brevier introductory notes, when they are abbreviated

Footnotes to cases cited to be in brevier in centre, but footnotes to cases reported to have ordinary reference marks and to precede others at foot of page

Numbers of reference to cases cited to begin afresh within parentheses on each page

The following words to begin with capitals wherever they may occur —High Court, Appellate Side (but higher and lower Court), Appellate Court, Small Cause Court (but small cause side), City Civil Court, Counsel, Judge, District Judge, Subordinate Judge, District Munsif, Magistrate, Sub-Magistrate, etc.

The following is added to Reference Book (Appendices L and M or Part II of the Printing Manual) —

ORDINARY INDENTION

First line of every paragraph to be indented as per size by multiples of one em (2 ems for 35 ems, $1\frac{1}{2}$ ems for 26 and 28 ems, 1 em for lesser sizes)

HANGING INDENTION

Sub-paragraphs embodying rules or conclusions formally introduced by preceding paragraphs and all lists serially numbered should be in the hanging indention form

When the subdivision of the subject forms part of an ordinary paragraph, commencing thus '1 (a),' the succeeding lines need not be indented, indention of the first lines of the following sub-paragraphs (b), (c), (d), etc, by an em more than the first lines of ordinary paragraphs being sufficient, with the remaining lines full out

PUNCTUATION

Punctuation is essentially a guide to meaning, so the best principle is to use only such points as are necessary to show the real meaning at a glance by separating words into groups, and by indicating the relations between groups, though some conventional uses of punctuation marks must be followed. Avoid 'stiff' or 'close' pointing in all works, but as the opinions of authors differ, the copy is to be followed when requested and when it appears that attention has been paid to the matter in the manuscript. In other cases and when several writings appear in one publication, the special features noted below should be followed in cases where differences of style are permissible or mistakes are common.

Punctuation marks should not ordinarily be used after large display lines, nor in legal documents or agreements, but copy is to be followed when the author's intention is not clear or when so ordered, as in the case of High Court notifications, and in reprints of original extracts, letters and quotations placed within quotation marks even if the points appear to be incorrect.

THE COMMA

Commas are used in a sentence generally to mark off adjuncts, phrases and clauses, non-restrictive adjectives, phrases, participles, participial phrases, adverbial phrases and clauses, and appositional and parenthetical expressions, also usually to separate all consecutive elements of a sentence which might be read together erroneously or which might momentarily bear a wrong interpretation; as, While the men were eating [,] an elephant escaped from travelling circus.

A comma is inserted after each word, phrase or group in a series, except after the last immediately preceding 'and,' 'or' or 'but' closely connected, as, A man, a boy and a girl were present, a hot, wet and disagreeable month, energy and perseverance, commonsense and judgment, are required for success.

But when there is no connecting word between the last two or when there is a contrast the comma is used, as, A man, a boy, a girl, were present, a fine, dry, but disagreeable month, he insisted gently, firmly, but kindly.

If the words in a series are adjectives preceding and qualifying the same noun and not connected by a conjunction they are separated from one another though not from the noun by commas, as, A fine, young bird, an unexpected, extraordinary, uncalled-for departure, a bold, bad man. When the adjective or other word qualifies or modifies the one following or is intimately bound up in sense with the noun no comma is necessary, as, A bright young man, a grand old English farmer.

The omission of the comma after 'and' or 'or' mentioned above is not universal, many authors preferring to use it after the last word in any series whether closely connected by a conjunction or not, as, A hot, wet, and disagreeable month Copy will be followed if the comma is inserted, if the punctuation is left to the press the point should be omitted

Synonyms or explanations connected by 'or' are however cut off by commas in all cases, as, He contracted myopia, or short-sightedness, which interferes with his work, they like jaggery, or bazaar molasses, too well In other cases it is omitted, as, Owing to carelessness or shortsightedness he missed the target, he steals jaggery or rice if he can get it

An introductory phrase or clause before a quotation, an enumeration, or an observation resembling a quotation, requires a comma after it, unless the introduction is formal or disconnected when the colon is used

A comma should precede such introductory words, etc., as namely, to wit, that is, e.g., i.e., viz., and conclude the following clause, making the whole a parenthesis.

This applies to summaries and conclusions, also to such words and phrases as the following and kindred terms which usually require a comma after them at the beginning of a sentence and to be cut off by commas in other positions firstly, moreover, nevertheless, at the same time, at all events, at least, at any rate, as a matter of fact, as a rule, in fact, in short, in conclusion, for instance, on the other hand, on the whole, on the contrary, besides (when not a preposition), however (except when used restrictively, i.e., when it can be omitted without affecting the sense), etc.

It is used after the complimentary introduction and the nominative of address, as, John, carry the water here Dear Sir, My Friend, etc

It is used to separate a name from the official designations, title, degrees or their abbreviations, etc., also between the parts of addresses It is unnecessary after the number of a house or street, and after the day or month in dates, or between the description and number in orders, proceedings, letters, etc., as, 150 Mount Road, Madras, G O No 20, Public, dated 20th January 1916, B P No 11 (Land Revenue), dated 5th August 1895

The comma is not to be used at the end of lines in tabular matter or before leaders It is used before a dash after a complimentary address run on with the text, when the comma that would be required if the introductory words appeared in a separate line is retained before the dash, as, My Lord,—It is, I submit, quite true

For further uses of the comma, see under 'Figures,' 'Dash,' and 'Colon.'

THE SEMICOLON.

The Semicolon is used principally in the following cases —

In a compound sentence when the second member denotes inference, explanation, etc, connected by a conjunction, as, It is sheer waste of time to try to convince him, for he is a self-opinionated man

When several successive clauses have a common connexion with the preceding, as, The Honourable Member was of opinion that four additional men should be appointed, that the bill should be discussed after two months, and that the opinion of the public should be invited beforehand

For independent clauses with the connecting word omitted, as, Straws swim upon the surface, pearls lie at the bottom

For clauses subdivided into smaller portions by commas, or in enumerations, etc, to indicate a grouping relationship where the comma is usually sufficient, as, The chief products are the following wheat, rice and oats, potatoes, beets, beans, butter and cheese, groundnuts, iron, etc

Where such clauses commence with (1), (2), (a), (b), etc, either run on or printed as a sub-paragraph commencing with a lower-case letter, they should be separated by semicolons, and by a semicolon before the conjunction, if any, at the end of the penultimate clause See example under 'Colon.'

Before such words as 'namely,' 'that is,' 'as,' 'viz,' 'to wit,' introducing an example or statement, as, Its contents can be divided into three sections, that is, displayed advertisement, title page, ornamental composition This use is purely conventional

The semicolon to be used also to avoid ambiguity in enumerations with addresses, qualifying titles, etc, run on in paragraph form where the comma would suffice if designations, addresses, etc, were not appended, as, There were present The Rev. Dr Gell, Bishop of Madras, Mr. A Thompson, a solicitor; his son, a vakil; M R Ry V Ramaswami Chetti, a Madras, and the Collector of Madras, Mr S F Joyce. With commas only, this might specify nine persons instead of five

THE COLON

The Colon is ordinarily used in a sentence introducing an argument, example, quotation, saying or speech (when run on with the subject matter), generally after such words as 'as follows,' 'these words,' 'to sum up,' 'thus,' etc, and where these words are implied but not expressed, as, Three nations adopted this law England, France and Italy

After words marking a new stage in an argument such as, to proceed, to resume, etc

To separate clauses one of which raises an expectation from the other or which expresses comparison or contrast without a connecting word, as, Cowards die many times the valiant never taste of death.

On title pages between the place of publication and the name of the publisher, as, Madras. Edward Press, Georgetown, but not for index side headings, for which use full point or comma according to the original sense, as,

Jones, Mr A, Appointing—Superintendent of Prisons.
Pensions Revised rules for—

After viz, i e, e g, etc, introducing an explanation, as, There are three ways of accomplishing the object, viz (1) by increasing the funds at our disposal, (2) adding some more members to the committee, and (3) by strenuous work in future

Before a quotation, speech, or enumeration run on in the same paragraph, as, Shelley wrote the following “All of us who are worth anything spend our manhood in unlearning the follies of our youth” If the quotation, statement, speech, etc, commences a new paragraph or follows in a separate line add a dash to the colon, as, The following figures prove this —

THE PERIOD.

The Period or Full point is used—

(a) At the end of a complete sentence of whatever length which is not of an interrogatory or exclamatory nature, or interrupted

(b) After abbreviated English words which represent the original sound, to denote omission, as, Mr., Dr., Rev When the contraction affects the sound or the initial or final letters or figures of English words it is indicated by the apostrophe, as, can't, 'twill, tho' See 'Apostrophe' (a) All abbreviations or contractions of or abbreviations

(c) After letters or initials representing words, names, designations, titles, services, degrees, phrases, etc, as, T C. Smith, D S O, M B, I C S, e g, p m.

(d) After figures and numerals as paragraph or section numbers or headings, and in budget headings, as, I Land Revenue, 30 Stationery and Printing

(e) Before a dash in side-headings and after extracts when authorities, etc, are quoted at the end

(f) After words or phrases transposed or inverted in docketts and indexes if the point would be inserted when the words were in their natural order, as, Connemara Library Annual report of the—

(g) The point is inverted to represent decimals, as, 1 56, 0 04, Rs 60 10 Hours and minutes to be separated by the en dash; as, 1-56 p m, also fractions of money, as, Rs. 60-1-5.

(h) The decimal point is also used in a special sense to indicate fractions in budget figures expressed in lakhs, as, Rs. 55 43 lakhs.

The period is not to be inserted except as a punctuation mark—

(1) After signs, special characters, figures, chemical or other symbols fully representing omitted letters; as, £20, 23rd, 12mo, lb (but lb), H_2O .

(2) After initial letters, etc., as headings in indexes and similar works.

(3) After the last figure or word in a line in tabular statement or column matter, whether followed by leaders or not, nor in long lists of names, words or examples

(4) After sine, log, cosine, tan in mathematical work (even though some are contractions)

(5) At the ends of display lines in title pages, half titles, nor at the end of page headlines, after chapter, section or part number at ends of headlines, cross headings, and running titles, if the meaning is equally clear without them

(6) After numerals or figures for paragraph or section numbers enclosed within parentheses, nor for page numbers

(7) After roman numerals in the text, as, Chapter XII, Matt XI, 6, Henry VII, etc. The point is required only after numerals as ordinals, as, Edward VII's reign, but it is better to spell out in such cases

(8) After letters when used for enumeration or illustration or reference marks, as, appendix B, Rooms A to P, He inspected G, H and I Companies

(9) After ordinary or superior or inferior letters or figures used as reference marks

THE DASH.

The Dash is used principally in the following cases —

To mark a sudden change, irregularity, or break in the continuity of thought in ordinary sentences, as, Then he said—what do you think he said?

To indicate a marked pause, hesitancy, or stammering speech; as, I will—no—I will not—that is I—

To separate purely parenthetical remarks or explanations which appear to be too disconnected to be cut off from what precedes by commas, and yet have closer grammatical connexion than would be required if the parenthesis mark were used. The marks that would be required if the matter set off by dashes were omitted are sometimes inserted before the dashes

To separate clauses summarizing or explaining those which precede, or repetitions and amplifications of the same statement; as, He lost hope, wealth, friends—in fact everything but honour.

At the end of an introductory paragraph which precedes a remark, statement, quotation, etc., or which is followed by subparagraphs or clauses without connecting words, such as, 'the following'

To separate the side-heading at the commencement of a paragraph from the subject-matter (with a period before the dash), also if run on in the same line after the complimentary salutation in a letter or an address (preceded by a comma), and after such words as Order, Resolution, Reference, etc., in Proceedings. It is not to be used after paragraph or section numbers, nor after index side-heads, for which the usual space is sufficient after a full point.

Numerals, figures and initial letters for enumerations followed by the description in headlines are treated as side-headings and require full point and dash, as, Part IV—Proceedings of the Madras Legislature, B—Statements of Objects and Reasons

Between a question and its answer if in the same line, but not between such words or their abbreviations *Q* or *A* (with or without a number) and the query or reply. This conventional use is adopted when other paragraphs are run on in the same line and not in paragraph form, to economize space, as in indexes, catalogues, etc.

Between the end of a quotation, extract or statement, and the name of the author, act, book, or other authority after a period if in the same line, also without a point after a headline before such words or abbreviations, as, *cont.*, etc.

After such words as Read, Letter, To, Dated, and No in headings to Government orders or proceedings, no full point to be added

Also (without other points) after *substitute*, *add*, *deduct*, *omit*, etc., if the words or figures follow in a separate line

The addition of the dash to another point is to be avoided (except as mentioned under 'comma,' and for paragraph side-headings) and no punctuation mark should follow the dash used for normal purposes

The colon with a dash is used as a special exception between a speaker's name and his speech. The two points are required together in no other cases when run on in the same line, but they may be used if the connected matter at the end of the sentence follows in another line

The dash is also specially employed—

In the place of 'and' (short or half em) in numbers and dates, as 1905–06,

For 'to' (ordinary or one em length), as, Nos 2038—192, 1905—15,

Between initials and following dates in 'notes', as, G S — 26-1-12.

In standardized forms, as, Group IX, 239 (a)—1,000—16-1-15,

For connecting subsidiary letters or numbers; as, 276/1104-R 664/10-3,

Also to denote incremental stages in pay, as, Rs 50—10—80 (see also 'Figures').

It is used with a space on either side to represent the principal words, phrases or transposed subject-matter, in abstracts of Government orders, letters and proceedings, in dockets, indexes and lists of contents, as, Rest house, Approving the proposal for erecting a—at Chingleput (see also 'Repetition')

A *long dash* is used when a sentence is interrupted, or left unfinished, or when a name, remark or date or part thereof is purposely omitted, as, I believe that you are —, but why should I explain, L—d C—n and Mr — are at the bottom of the mischief, He exclaimed — When letters only are represented by the dash it should not be separated by spaces from the rest of the word

THE APOSTROPHE

The Apostrophe is usually employed—

(a) To indicate the omission of letters or figures in contractions when the original pronunciation is altered, etc, as, I've, o'er, 'Twas in '49 (1849) on a winter's night

(b) It is also used in Irish names, as O'Brien, O'Connor. Scotch names usually have the turned comma, as, Mc'Dougall in cases of doubt use the apostrophe

(c) In addition to s for plurals of letters, figures and words; as, Ten R E.'s built it, mind your p's and q's, 6's and 9's, there are several who's in the sentence

(d) To indicate the possessive singular, actual or implied, and the plural when ending in any other letter than 's,' the apostrophe and the letter s ('s) are added, as, The King's horses; a Collector's charge, man's body, men's bodies Use the singular form for such expressions as, Three baker's dozens, ten miner's inches, if the hyphen is not used

(e) For the possessive plural, it is placed after s; as, Dogs' tails, Tamil Collectors' duties, fingers' ends, Agriculturists' Loans Act

(f) The possessive case should be used also in the case of nouns denoting time, space and weight, and in the case of a society or committee when it is composed of or is for the classes or persons named; as, The Madras Landholders' Association

(g) For the sake of euphony, the apostrophe only and no s is added when the word in the singular ends in s, as, ce soft, etc; as, For conscience' sake, His Highness' dominions, Mr. Davis' special

duty is extended. When the omission is likely to cause ambiguity or when the additional s is distinctly sounded insert the 's; as, Burns's, Princess's jewels

(h) It is used as a mark of elision in foreign words and names, as, Duc d'Aumale

(i) It is also employed to assist transliteration of vowel sounds in Persian, Arabic and cognate languages

The apostrophe is not required (1) after a personal name attached to a building, road, canal, etc., as a compliment, memorial or distinction, as, Amptill Road, Ripon Buildings, Harris College, Brecks Memorial Schools, Pophams Broadway, Rundalls Road. The 's after such names usually denotes original or present ownership, as, Shephard's School, Mackay's Gardens

(2) For possessive pronouns ending in s, as, Ours, yours, hers, his, its, theirs, not for the contractions canst, shouldst and wouldst

(3) It is also incorrect to insert the apostrophe in such cases as the following where no sense of possession can be implied. Infectious Diseases Act, Companies Act, Additional Curates Society

PARENTHESES

Parentheses are used primarily for enclosing words commenting, modifying or explaining some part of a sentence into which they are thrust with little, if any, grammatical connexion. The marks of parenthesis are inserted only if such interpolations or remarks are made by the author of the text, as, I refused to give him (the head clerk) what he wanted. If added by some one other than the original writer the parenthetical portion should be enclosed within brackets, though the interruption in the sentence may be such as would ordinarily require the parentheses or dashes

To enclose an authority, reference, definition or explanation; as, There are reasons (vide G O No 22, Public, dated 22nd August 1910) for the remarks [Hear, hear!] which I made yesterday

To distinguish numbers, enumerating or classifying letters of sub-paragraphs, sections or clauses, as, (2) (11), (c) or such letters or figures used as reference marks

In certain catalogues of books for the place of publication and the name of publisher, with brackets for the library number if following the name

General—In ordinary sentences any point required at the place of interruption independently of the parenthetical clause or remark should be placed after the closing parenthesis or bracket mark, with the usual punctuation for other parts of the sentence within the parentheses. Thus, a complete sentence within parentheses or brackets requires the full point before the closing mark.

BRACKETS.

Brackets are used ordinarily—

To enclose the first of two explanatory or modifying portions of a sentence when parenthesis marks are used for the subordinate parenthetical clause, as, [vide G O No 870 (copy enclosed)]. In ordinary sentences the main digression requires [] and the subordinate () Parentheses within parentheses are to be avoided.

To point out words and phrases which are not those of the original writer or speaker, particularly in quotations They therefore enclose explanatory notes, comments, corrections, omitted or de-coded words in telegrams, interruptions, applause, translations or remarks of another writer or added subsequently, if run on with the text, in fact anything not in the original paper, as, I refused to give him [He means the head clerk] what he wanted The President (after waiting) "The Hon'ble member from Ganjam [Mr Ramachandra Rao] is not ready [a pause] so we will adjourn " In this example, the portions within brackets have been inserted by the reporter, if the name were set off by parentheses it would indicate that it was mentioned in the speech

For words to be substituted, directions as to the mode of filling in forms, and '[sic],' [?], etc , inserted to call attention to an error or doubtful statement

In Secretariat notes which are initialed only by an Honourable Member, the remainder of the surname is added within brackets, as H G S[TORES]

Single brackets are used to cut off disconnected words, etc , at the ends of lines, such as before catchwords at the foot of a page and before words turned over at the end of a line instead of at the beginning, to save space in verse and in indexes

Before or after headings, dates, sections, part or chapter numbers cut off from the title or name at the ends of headlines, etc No full point at end is required in such cases

Before authorities printed at the end of separate lines, as in correction slips, also in similar places for dates of passing of Acts

For prices as in list of papers placed at the disposal of the Press, and at foot of title pages

QUOTATION MARKS

Double marks (" ") to be used (a) to enclose all quotations or extracts reprinted with the exact words of the original in the text, with single marks for a quotation within matter already enclosed in double quotation marks, and again double marks for a quotation inside the second quotation

(b) Titles of books, articles, poems, plays, pictures, the names of vessels, airships, aeroplanes, etc., the subject of notes, etc.,

referred to in the text of another paper to have double quotation marks. If in italic or other distinctive type no quotation marks are to be used. (See also 'Italic' and 'Law Reports')

(c) In Legislative Council Proceedings, use double quotation marks at the beginning of a speech, at the beginning of each paragraph in which it is continued, and at the end of the last

Single marks (' ') to be used—

(d) For a quotation within another already enclosed by double marks.

(e) For letters, words or phrases which may not be exact quotations but are used by way of emphasis, example or contrast.

(f) For foreign, vernacular, uncommon, slang or technical terms when printed in ordinary type unless occurring in lists

(g) For titles of subjects, headings, etc., when referred to in the text, particularly when emphasis or contrast with the name of the work within double marks is desired

(h) The quotation marks—double or single—are to be placed at the beginning of each paragraph of the extracted matter and at the end only. They are not to be repeated at the beginning of each line in a paragraph or run-on text, except in legal works and proceedings and Law Reports

(i) Each part of a quotation when interrupted should begin and end with quotation marks

Punctuation of quotations—All points belonging to the quotation should come before the closing apostrophes, and other points should follow them according to the sense, except that, for typographical convenience, the full point and comma are printed before the closing apostrophes even if they do not form part of the quotation

The first turned commas are usually preceded by a colon or if in a separate line by a colon and a dash, but other marks may be needed according to the closeness of the connexion, as, He observed, "It is not right to libel a man" He observed as follows "It is not right to libel a man"

Quotation marks are not required—

(1) For question and answer in evidence before committees, courts, etc

(2) For letters, quotations, extracts, etc., printed separately as enclosures or appendices.

(3) For a précis, summary or extract where the exact words are not repeated or where the tense or person has been altered

(4) For quotations, extracts, words or phrases in italic, non-roman or vernacular characters.

(5) For exact quotations distinguished by being set in a type smaller than the text or by a special indentation.

(6) For poetry if in separate lines, but if it runs on with the prose use quotation marks.

(7) For the subject of cross references in annual and other Indexes.

(8) For names of sacred books, titles of reports, pen names, names of characters, and for vessels, aeroplanes, etc., distinguished by numbers.

(9) In catalogues and lists for titles of books and other names which ordinarily have single or double quotation marks.
